



## Entertainment Jobs on TAPA

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## Executive & Management Positions

Oct 25 Full-time Creative Producer for a high-profile stand-up comedian. LA based, but flexibility to travel is a must. Must have a car. Must have own high level camera with lens kit that can be used for projects. This is a salaried full-time position to start as soon as possible. Skills: Photoshop, graphic design, final cut, social media management, promotional marketing, capturing video content. Please send resumes to [j.eatman@bep-la.com](mailto:j.eatman@bep-la.com)

Oct 10 Global management and production company seeking a BTL manager to launch the division. Will be repping DPs, Composers, Line Producers, Production Designers, Editors, etc. and looking to expand. Until this point, the company has mainly repped writers, showrunners, directors and on-camera talent. Please have experience in this area as an agent, manager or junior exec. This is a commission only position with a generous split. The company covers all overhead expenses with offices in Silverlake. In addition, it is an active production company so the potential to produce is there. Ideally, looking for someone who wants to grow with the already rapidly growing company. Please email [managerproducerjob@gmail.com](mailto:managerproducerjob@gmail.com)

Oct 10 Talent Manager wanted for thriving management and production company based in LA, but with a global presence. Seeking agents and managers - agents who want to make the leap or managers with an existing roster. Very interested in managers with an interest in producing with an eye for finding top shelf projects. The company has the relationships and bandwidth to drive things forward. Offers a generous commission split, plus bonuses and partial benefits with overhead paid. Please be extremely organized, responsible and have a desire to be part of an exciting company with a passion to push clients to the next level. All candidate submissions will be kept strictly confidential to protect any candidates currently employed. Please email [managerproducerjob@gmail.com](mailto:managerproducerjob@gmail.com)

# Assistant Level Position

Oct 25 Boutique talent agency located in Beverly Hills, seeks assistant for a high-profile Talent Agent. Responsibilities include, answering phones, scheduling meetings, calling actors with auditions, corresponding with manager, casting offices and productions and other general office tasks. Ability to handle a high volume of transactions. This position requires someone who is interested in pursuing a career in client representation, self-motivated, detail-oriented, able to multi-Task and has professional written and verbal communication skills. A team player able to work cooperatively with other assistants. Available to start ASAP, bachelor's degree and previous industry experience is required.

This is a full-time position, Monday-Friday, 9:30 am-7:00 pm. This is a hybrid position.

Please email me your resume and cover letter to [hrtalentrep@gmail.com](mailto:hrtalentrep@gmail.com) Cover letter is required. Please no phone calls.

Oct 25 Music mogul and manager to A-list female artist looking for Executive Assistant. Must be based in LA and have a valid driver's license. Please submit resumes to [sam@tyfent.com](mailto:sam@tyfent.com)

Oct 25 Executive/Personal Assistant to Director/Producer to help coordinate production office while assisting the producer/director with his daily functions. Must think quickly on your feet and have a "no job too small" attitude. Excellent organizational skills and strong attention to detail. Ability to multitask, work in a high speed, high stress office. Professional and maintain strict confidentiality. Bachelor's degree preferred. 3+ years EA Experience. Please email [assistantsmoffice@gmail.com](mailto:assistantsmoffice@gmail.com)

Oct 25 Social-first creative agency seeks a motivated self-starter to support the co founders of @darlington. This role will contribute to creative initiatives and admin tasks. Candidates should have an eye for design and experience with tools such as Adobe Creative Suite, Canva, CapCut or similar software. Candidates must be comfortable working east and west coast hours. Please submit a resume and portfolio with the subject line "JOB CANDIDATE" to [hello@atdarlington.com](mailto:hello@atdarlington.com)

Oct 25 CTL Scouting, an international literary scouting firm for film and television companies, is looking for a paid, part-time assistant to begin work Winter 2024. The position will require 21 hours of time a week, including two full 8-hour office days (Thursdays and Fridays) and reading/reporting on one book per week outside of the office. If interested, please submit your resume to Monalice Choi at [monalice@ctlscouting.com](mailto:monalice@ctlscouting.com)

Oct 25 A busy founder, entrepreneur, and makeup artist in West Hollywood seeks a highly organized and adaptable Personal/Executive Assistant. You will manage personal and professional tasks, collaborating closely with teams while handling various administrative duties. The role is based at the founder's brand HQ, Monday to Thursday, with remote work on Fridays and occasional errands from home. Paid with health benefits. Please email resume to [averymsiegel@gmail.com](mailto:averymsiegel@gmail.com)

Oct 25 Mid-size busy talent management company seeking an in-office, full-time Assistant for the Talent and Literary departments. Candidates must demonstrate strong communication skills with high level clients, manage an organized administrative process, and be computer savvy with InEntertainment, Breakdowns, and Google Services. These are busy desks that require a strong degree of client contact, scheduling, submissions, research, reading, and project tracking. Cover letter and resume to [talentmanagementapplications@gmail.com](mailto:talentmanagementapplications@gmail.com)

Oct 25 Ascend Artist Representation is a Los Angeles based management company run by Chuck James, a former talent agent for over 15 years. Ascend's client roster includes many of the world's most renowned and innovative actors, directors, and musicians. We are looking for an assistant to support our team that has a genuine passion for being a part of our mission. This position will be part-time with opportunity to lead to full-time and is hybrid with possible in-person work in our Santa Monica office. The ability to multitask, organize complex information and meet changing deadlines is essential to the position. Previous assistant and/or entertainment experience is preferred and interest in talent representation/client service is a must. Please send resumes and cover letter to [daniella.kaplan@ascendartistrepresentation.com](mailto:daniella.kaplan@ascendartistrepresentation.com)

Oct 25 Assistant to award-winning Producer and industry veteran with a full slate of features, television, documentaries. 1-2 years prior Assistant experience required (agency, studio or production company preferred). This is not an entry level job. The candidate will have superior organizational and communication skills; be highly motivated; detail oriented; tech savvy; resourceful; and highly proactive.

Responsibilities include (but not limited to): calendar management and scheduling meetings; note taking; coordinating travel; timely processing and tracking of grids, expense reports and invoices; maintaining an effective filing system; interacting with high-level executives and filmmakers, social media posts, etc. Able to manage a high volume workload. 50 hour work week. \$22 per hour. Must be LA based (work from home). Send resume and cover letter to [asst@mountaintoppics.com](mailto:asst@mountaintoppics.com)

Oct 10 Actress and producer seeking an executive personal assistant to manage schedule, bookings, and communicate with other members of the team. Must have prior high-level executive assistant experience. Not an entry-level position. Based in Los Angeles, CA. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

# Personal Assistant Positions

n/a

## General Positions

Oct 25 DIPLOMAT is seeking a full-time Junior Rep to work closely alongside founder of LA representation firm with a roster of commercial directors and post-production companies. Prior commercial production, advertising agency, or rep experience required. Must have strong knowledge of film, social media platforms, WireDrive, marketing email platforms, Google docs, and some photo/video editing ability. Responsibilities include social media management, scheduling, event coordination, reels, and liaising with agencies and brands. Excellent growth potential for the right candidate. Email resume to [info@diplomatreps.com](mailto:info@diplomatreps.com)

Oct 25 McIlwee & Associates is a business management firm based in West Hollywood, CA specializing in financial services for individuals in the entertainment industry, including actors, influencers, producers, and creative professionals currently looking for an Associate to join the team. Provides comprehensive payroll, bookkeeping, tax preparation, and financial advisory services tailored to the unique needs of clients. Please submit resume and a cover letter outlining qualifications and interest to [info@jmcilwee.com](mailto:info@jmcilwee.com)

Oct 25 Readers / Coverage Writers needed for Screenplay contest (Paid Remote). Contest is hosted by Coverfly, agency or studio coverage experience necessary. Paid directly through PayPal work remotely at your own convenience. Please send CV and coverage samples to [readers@motor.ink](mailto:readers@motor.ink)

## Non-LA Positions

Oct 25 Talent & Sports Agency seeking assistant to manage schedules, run errands, pickups and drop-offs, and personal matters. Entry-level position. Based out of Westchester, NY. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Oct 25 Fashion Stylist seeking an office manager. Must possess organizational skills and be an efficient communicator. Based in New York, NY. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Oct 25 Musician seeking an executive personal assistant to manage schedule, bookings, and communicate with other members of the team. Must be willing to commute 2-3 days per week from New York. Based in New Jersey. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Oct 25 AI company seeking an office manager. Must possess organizational skills and be an efficient communicator. Based in San Francisco, CA. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Oct 25 Football Player seeking a personal assistant to manage schedules, run errands, and handle personal matters. Based in Newport Beach, CA. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Oct 25 Musician seeking assistant to manage schedules, run errands, pickups and drop offs, and personal matters. Must be willing to travel and spend months out of the year on the East Coast. Based in San Diego, CA. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Oct 25 Personal assistant role for a NYC-based musician. Responsibilities include coordinating schedules, arranging travel, managing personal errands, and overseeing household operations. Candidate must be highly organized, proactive, and comfortable in a fast-paced environment. Prior experience in entertainment is preferred. Must have a valid driver's license and be able to travel. Salary: \$85K– \$95K plus benefits. Please include the job title in the subject line and send resumes to [lori@thegrapevinela.com](mailto:lori@thegrapevinela.com)

Oct 10 Special events firm seeking an executive assistant to support the founder. Schedule management, bookings, communication with other members of the team. Based out of New York, NY. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Oct 10 Globally recognized art dealer and businessman seeking an executive assistant. Schedule management, bookings, communication with other members of the team. Must possess excellent interpersonal/communication skills. Based in New York, New York. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

## Internship Positions

### Oct 25 Internship Program

Artists First is one of the top management companies in the entertainment industry. We are currently seeking Spring 2025 interns. A great opportunity if interested in pursuing a career in our industry. The internship role requires a strong degree of multi-tasking, a sharp focus for details, and the ability to work in a fast-paced, client-driven environment. Heavy script coverage expectation. Must be articulate, with excellent communication skills. We require at least 2 full days a week. School credit is mandatory. Resumes to [rg@artistsfirst-la.com](mailto:rg@artistsfirst-la.com)

Oct 25 Rosenfield Media Group (RMG PR) is seeking a Spring 2025 Intern. Role will support high profile brands, entertainment, events, and non-profits. Candidate should be an avid consumer of entertainment, news and consumer media; experience using different software tools; desire to learn and grow. Responsibilities include research, list-building, tracking and reporting. Internship is in person based out of Sherman Oaks offices, unpaid, must be for school credit. Please email resumes to [jobs@rmg-pr.com](mailto:jobs@rmg-pr.com)

Oct 25 Artists First is one of the top management companies in the entertainment industry. We are currently seeking Spring 2025 interns. A great opportunity if interested in pursuing a career in our industry. The internship role requires a strong degree of multi-tasking, a sharp focus for details, and the ability to work in a fast paced, client-driven environment. Heavy script coverage expectation. Must be articulate, with excellent communication skills. We require at least 2 full days a week. School credit is mandatory. Resumes to [rg@artistsfirst-la.com](mailto:rg@artistsfirst-la.com)

Oct 25 HappyNest is looking for fall interns who love kids & family animation. Founded by Stampede Ventures, a leading independent content company, and UTA, HappyNest is the only agency with a dedicated market-leading animation division representing award-winning, legendary creators as well as rising stars. Interns are a part of a growing creative development team who take notes in meetings with high-level showrunners, help with Keynote/Photoshop design projects, update and organize submissions and development grids, get on-the-job assistant training to prepare for future career steps, and even provide visual development alongside professional artists. Must be willing to work in-person at the Stampede Ventures offices in Studio City, CA for 2-3 days per week. This is an unpaid internship that requires the applicant to get college credit. Please submit resumes and cover letters to [info@happynestentertainment.com](mailto:info@happynestentertainment.com)