



## Entertainment Jobs on TAPA

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## Executive & Management Positions

n/a

## Assistant Level Position

Nov 22 Paul, Weiss, Rifkind, Wharton & Garrison LLP seeks a motivated Business Development and Events Assistant to join their Century City office. This dynamic entry-level role supports high-profile marketing initiatives, client events, and business development activities. Recent client events include marquee live events such as Super Bowl LVIII, the 2024 World Series and the US Open. The ideal candidate will have a bachelor's degree, strong analytical and communication skills, and thrive in a fast-paced environment. This hybrid position offers a \$65,000 salary with competitive benefits, requiring occasional evening and weekend flexibility. Previous professional services experience is a plus. The successful candidate will demonstrate exceptional attention to detail, strong interpersonal skills, and a genuine passion for marketing & events. Resumes to [mkleiman@paulweiss.com](mailto:mkleiman@paulweiss.com) or apply at <https://www.linkedin.com/jobs/view/4072344105>

Nov 22 Senior talent manager at Mosaic looking for driven and detail-oriented assistant. Duties include phones, heavy scheduling, booking travel, submissions, and reading scripts. Must be proactive, resourceful, and able to multi-task. Previous desk experience required – not a starter desk. This role is in person 5 days a week in Beverly Hills. Please send resumes to [talentasst2024@gmail.com](mailto:talentasst2024@gmail.com)

Nov 15 Seeking an experienced assistant to support a Partner at a Talent and Literary Management company. The desk is high-volume and fast paced. Responsibilities include rolling calls, heavy scheduling, calendar management, project/client submissions, script reading, and research. Position provides opportunities for client interaction, creative contribution, and growth potential. One year desk experience at an agency or talent management company highly preferred. Must be in LA. Opportunity for advancement at top global management firm. Please send resumes to [careers@grandviewla.com](mailto:careers@grandviewla.com)

Nov 15 Seeking an experienced assistant to support a VP talent manager. The desk is high-volume and fast paced. Responsibilities include rolling calls, heavy scheduling, calendar management, project/client submissions, script reading, and research. Position provides opportunities for client interaction, creative contribution, and growth potential. One year desk experience at an agency or talent management company highly preferred. Must be in LA. Opportunity for advancement at top global management firm. Please send resumes to [careers@grandviewla.com](mailto:careers@grandviewla.com)

Nov 15 Fantastic opportunity to learn, grow and develop as an assistant at a leading Management/Production company. Manager/Producer is looking to expand the team with a motivated, full time assistant, able to work under pressure in a fast paced environment with strong attention to detail in Los Angeles office. Must have prior desk experience combined with academic qualifications. Looking for people that think outside of the box! Send cover letter and resume to [talent.manager.asst302@gmail.com](mailto:talent.manager.asst302@gmail.com)

Nov 8 Relevant, a bi-coastal entertainment PR agency, is looking to hire a Los Angeles based Executive Assistant to a Publicist.

Relevant specializes in publicity for actors, filmmakers, production companies and authors. This position offers hands on experience with the goal of growing within the company. The candidate will interface directly with clients, agents, managers, executives, studios, networks and publications on a daily basis. Specific responsibilities include coordinating details for clients' press such as interviews, photo sessions, junkets, premieres, press tours, travel, and booking hair/makeup/ styling as well as administrative duties for the publicist.

The ideal candidate must have completed at least one year on a desk at a talent or management agency, studio, or fashion brand as well as have a genuine interest in pursuing a career in personal publicity. Some other essential skills include organization, the ability to prioritize and multitask, exceptional writing skills, and motivation with an eagerness to learn and be a part of a team. Relevant offers competitive salaries including overtime and full health benefits. Resumes can be sent to [info@relevant-pr.com](mailto:info@relevant-pr.com)

Nov 8 An LA production company specializing in premium documentary, YouTube content, and reality is seeking an EA/development assistant/editor to work with. The ideal candidate MUST have a strong knowledge of Premiere editing software. Interest in casting, development, and TV is a plus. This candidate is highly detail oriented, organized, familiar with social media platforms, an avid reader, and able to multitask. This is an in-person position. Please email resumes to [assistantsearch8@gmail.com](mailto:assistantsearch8@gmail.com)

Nov 8 Relevant, an entertainment PR agency, is looking for an EA to a Publicist. Relevant specializes in publicity for actors, filmmakers, production companies, and authors. You will interface directly with clients and executives. The ideal candidate has completed one year at a talent or management agency, studio, or fashion brand and is interested in a career in publicity. Other skills include organization, prioritization, writing, and an eagerness to learn. Resumes to [info@relevant-pr.com](mailto:info@relevant-pr.com)

Nov 8 Leading Entertainment PR Firm seeks a Corporate Communications Assistant to join our Strategic Communications team in Los Angeles. Candidate should be someone that thrives in a fast-paced, high-volume environment, is highly motivated and organized, and has exceptional written and verbal communication skills.

Entertainment experience and corporate communications skills are preferred. Responsibilities include coordinating meetings and schedules on behalf of two publicists, managing heavy schedules and client interaction, attending events, tracking media coverage, etc. Please send resume to [jordanmotley20@outlook.com](mailto:jordanmotley20@outlook.com)

Nov 8 Entertainment-based firm in Beverly Hills seeks a career-driven Executive Assistant to support two managing partners. Role involves high-level admin support, calendar coordination, meeting prep, and facilitating communication with internal/external partners. Prior Executive Assistant experience, multitasking skills, and a growth mindset are ideal. Salary up to \$90K with health benefits and 401(k). Flexible start date before January. Email resume and cover letter to [lori@thegrapevinela.com](mailto:lori@thegrapevinela.com)

Nov 8 Writ Large Management is looking for a new assistant for a partner at the company. Must be LA based and able to work in person at our offices in Hollywood. Previous desk experience at an agency or management company is highly preferred. Ideal candidate is an exceptional communicator, able to multi-task and be proactive, and well-organized. Particularly interested in candidates who have an interest in literary management or representation. Please email resumes to [writlargerecruiting@gmail.com](mailto:writlargerecruiting@gmail.com)

Nov 8 Celebrity looking for an Executive Assistant. The ideal candidate thrives in a fast paced environment, excels in problem-solving, leadership, and communicating with numerous team members. As the link between your boss, their career, and personal life, it is imperative to have exceptional organizational skills, pay attention to detail, have interpersonal finesse, and is a creative/out of the box thinker, with a positive attitude. LA based. Must be ok with traveling. Please send resumes to [sgoncalves@3arts.com](mailto:sgoncalves@3arts.com)

Nov 8 Map Point is seeking a creative, charismatic self-starter to assist the principal of the company. Duties include: phones, scheduling, submissions, research, coverage and development notes, and project tracking. An exciting position for someone interested in a career in lit representation and/or producing. Applicants must have one (1) year of experience at an agency, management company, production company, studio, etc. Send resume and cover letter [jobs@mappointmgmt.com](mailto:jobs@mappointmgmt.com)

Nov 8 Producer/ Literary Manager at Anonymous Content is looking for an Assistant. Paid FT role and flexible from \$20-23 based on experience. This role is in office 5 days/ week and located in Culver City. All applicants must have at least one year of assistant experience (agency/talent experience preferred). Apply directly and see complete job description at <https://www.anonymouscontent.com/careers/>

Nov 8 Assistant needed for leading talent management and production company. Prefer one year agency or management desk experience. Ideal candidates are organized, resourceful, articulate, and professional multi-taskers that can provide superb support. Typical responsibilities include: heavy phones, interacting with actor/writer/director clients, casting offices, producers and executives; managing schedule, travel and office; managing client calendars and organizing meetings or appointments; preparing and sending submission materials. \$18-20/hr. Send resume to [info@thruline.com](mailto:info@thruline.com)

Nov 8 BIPOC Actor/Producer-based production company with major TV studio deal looking for a development assistant. Heavy general administrative work (scheduling, phones, office management) in addition to development work (reading, notes, coverage, lists). Please email cover letter and resume to [developmentassistantjob2025@gmail.com](mailto:developmentassistantjob2025@gmail.com)

Nov 8 Partner at Linden Entertainment seeks an LA-based assistant. Desk experience preferred but exceptional candidates encouraged to apply. The desk is talent focused but partner is an executive at a production company with an overall at a major studio and heavily involved. Ideal applicants want to grow at Linden, are team players, can problem solve, multi-task, interface with high-profile clients, and manage a high-volume desk. Please send resumes to [HR@lindenentertainment.com](mailto:HR@lindenentertainment.com)

Nov 8 Seeking an Executive Assistant for Emmy Award-winning Literary and Talent Manager/Partner at premiere management company, who represents name writers, actors, and directors. Previous experience in representation is a must, literary experience and interest preferred. Candidate should be well organized, detail-oriented, and motivated to be part of a dynamic team with a keen interest in the entertainment landscape. Hybrid. Email resumes & cover letters to [litmngassistant@gmail.com](mailto:litmngassistant@gmail.com)

Nov 8 The Gurin Company is looking for a hands-on Executive Assistant to provide support for award-winning Executive Producer/Writer/Creator and President of The Gurin Company, Phil Gurin. The Gurin Company is one of the leading independent creators, producers, and distributors of non-scripted television, focusing on entertainment, game shows, live events, and factual formats. Position is hybrid (mostly remote), candidates are preferably LA-based. If interested, please send your resume to [info@gurinco.com](mailto:info@gurinco.com)

Nov 8 Full-time assistant opening to a literary & talent manager based in Beverly Hills. Ideal candidates would have an interest in a career path in management/client representation, as well as a passion for film and television. Previous desk experience preferred for this full-time in-office position. The best candidate for this position is personable, positive, communicative, mature, confident, detailed, a quick learner, understands how to prioritize, is excited about daily interaction with clients, executives, producers, and agents and is curious about (and on the lookout for) new talent, especially creators/filmmakers. Reading scripts and watching material is expected with this position. Other opportunities at the company for assistants include attending departmental and group meetings for literary and casting coverage. Please send resumes to [litasstresumes@gmail.com](mailto:litasstresumes@gmail.com)

## Personal Assistant Positions

Nov 22 High-Profile actor seeking assistant to manage schedules, run errands, pickups and drop-offs, and personal matters. Based in Los Angeles, CA. Please include the job title of interest in the subject line, and please send resumes to [clayde@clydestaffing.com](mailto:clayde@clydestaffing.com)

Nov 22 Basketball player seeking an assistant to manage schedules, run errands, pickups and drop-offs, and personal matters. Based in Los Angeles, CA. Please include the job title of interest in the subject line, and please send resumes to [clayde@clydestaffing.com](mailto:clayde@clydestaffing.com)

## General Positions

Nov 8 Discount Sushi, Inc. is seeking a TV development coordinator. DS is a production company co-founded by Emmy Award-winning, Two and a Half Men star Jon Cryer and wife/producing partner, journalist, Lisa Joyner. Currently in development on dramas, comedies, docu-series and podcasts. The position requires handling all assistant duties for head of development and founders: scheduling, note taking, maintaining grids, and some tech. Candidates must have agency experience, and be detail-oriented, proactive, and interested in development. This position is located in North Hollywood. Please submit resumes before Nov. 15 to [bridget@discount-sushi.com](mailto:bridget@discount-sushi.com)

Nov 8 An up-and-coming LA-based Gen-Z economist and content creator is looking for a chief of staff/coordinator to help build out their digital profile. Must be LA-based. Ideal applicant will have had some previous experience in the creator community and exposure to academic research projects. Resumes can be sent to [mnrassistant@unitedtalent.com](mailto:mnrassistant@unitedtalent.com)

## Non-LA Positions

Nov 22 Founder of music festival group seeking an executive assistant to manage schedule, bookings, and communicate with other members of the team. Must have 2+ years of relevant experience. Based in Nashville, TN. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Nov 22 Musician seeking an assistant to manage schedule, bookings, and communicate with other members of the team. Based in Seattle, WA. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Nov 22 Multiple companies are seeking amazing corporate executive assistants to manage schedules, bookings, and communicate with other members of the team. 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)

Nov 15 Assemble Media, a production and IP creation company seeks an experienced, motivated executive for its NYC-based book packaging and literary development division. This role involves collaborating with team members to develop books, short stories, and other literary works from concept to publication, with a focus on adaptation-ready projects across genres. Key responsibilities include sourcing writers, overseeing editorial processes, coordinating submissions for the company's short story magazine, and scouting third-party works for adaptation. You'll also manage the company's role in selling and marketing literary properties to publishers, working with external agents and business affairs on deal negotiations, and maintaining relationships with editors throughout the editorial and release process for sold books. A minimum of 3 years in publishing or book packaging is required. Please send resumes to [jobs@assemblemedia.com](mailto:jobs@assemblemedia.com)

Nov 15 Closer Media is seeking an experienced New York-based assistant for their co founder and producer, Bill Horberg. Looking for someone who has at least one year of assistant experience and is familiar with high-volume scheduling, travel coordinating, and script coverage. This desk is highly creative and mentorship focused. Perfect for aspiring producers/executives in indie film, docs, and TV. Please send resumes directly to [kate@closermedia.com](mailto:kate@closermedia.com)

Nov 15 A NY-based Film/TV production company seeks a full-time Executive Assistant to support an Emmy-winning writer/producer/director. The role involves heavy scheduling, travel booking/planning, personal/professional admin, and crafting correspondence. Must have 3+ years of entertainment experience - prior executive/personal assistant experience strongly preferred. Strong communication, time management, and organizational skills required - familiarity with tech/iOS is a plus. Must be based in NYC. Send resume and a brief blurb to [eajobsearch03@gmail.com](mailto:eajobsearch03@gmail.com)

Nov 8 Seeking a highly experienced Personal Assistant with some administrative background for an A-list female client. The position is full-time & needs to be available (on-call) when required. Please do not apply if you only have short term jobs on your resume. Only long-term job experience will be considered. Must live in Manhattan, no relocation assistance. Salary & benefits with prior experience. Significant experience as a 'Personal Assistant' preferably supporting a high-profile individual. Administrative, organizational and multitasking abilities required, such as managing schedules, dealing with vendors, correspondence, day-to-day needs and various personal errands. Excellent communication and interpersonal skills, the ability to work effectively with a diverse range of individuals and discretion and confidentiality a must. Please send a résumé to [jobopeningasst@gmail.com](mailto:jobopeningasst@gmail.com)

Nov 8 Leading Entertainment PR Firm seeks a Corporate Communications Assistant to join our Strategic Communications team in New York. Candidate should be someone that thrives in a fast-paced, high-volume environment, is highly motivated and organized, and has exceptional written and verbal communication skills. Entertainment experience and corporate communications skills are preferred. Responsibilities include coordinating meetings and schedules on behalf of two publicists, managing heavy schedules and client interaction, attending events, tracking media coverage, etc. Please send resume to [jordanmotley20@outlook.com](mailto:jordanmotley20@outlook.com)

Nov 8 Mosaic is looking for an experienced, motivated, and organized assistant to report to a NY based Comedy Manager. Open to both LA and NY based candidates. Responsibilities include administrative duties such as advancing comedy tours, scheduling, phones, coordinating meetings for managers and clients, script coverage, casting coverage, client interface, maintaining company materials and more. The ability to dive right in is needed—this is a demanding and fast paced desk, so agency or management experience is highly valued and preferred (at least 1 year). Ideal candidates should have a desire to be a manager, and a passion for comedy. This desk is largely live event focused so any touring/advancing experience is a huge bonus. Please send resumes to [otasst@mosaicny.com](mailto:otasst@mosaicny.com)



Nov 8 Bosque Ranch Productions (YELLOWSTONE, HELL OR HIGH WATER) seeks an Executive/Personal Assistant to the CEO, a high level Showrunner. The ideal candidate has a strong work ethic, is highly organized, and passionate about pursuing a career in film and television. Duties include but are not limited to: managing the CEO's schedule, writing coverage, coordinating travel and meeting logistics, shopping and personal errands, and providing on-set assistance when in production. Must be very tech savvy, flexible and willing to travel as needed, and have excellent written/verbal communication skills. No previous industry experience is required, but a collaborative and positive attitude is. Based in Texas. Resumes to [bosqueranchassistant@gmail.com](mailto:bosqueranchassistant@gmail.com)

Nov 8 NY-based actress/writer/content creator seeks a part-time personal assistant. Responsibilities include creative planning, shooting content, brand campaign execution, personal organization, and scheduling. Great opportunity to demonstrate creativity in production settings and engage with digital content. Candidates must meet deadlines, be on time, and maintain a positive, professional demeanor. Must be based in NYC. Hours will be 11a-4p Mondays-Thursdays. Resumes should go through Riley Bradford [rbradford@rangemp.com](mailto:rbradford@rangemp.com)

Nov 8 Venue Coalition is seeking an Executive Booking Coordinator to help the booking team with research and coordination of event bookings in our more than 100 Sports and Entertainment Arenas throughout North America. The ideal candidate is detail-oriented, takes a proactive approach to problem-solving, and has previous experience as an employee in this field. Office location: Camarillo, CA. Please send a cover letter and resume to [mrosenberg@venuecoalition.com](mailto:mrosenberg@venuecoalition.com)

## Internship Positions

Nov 22 Elevate Entertainment has openings for Development Interns to begin in January. Interns can expect to be hands on, learning the ins and outs of development, from writing coverage on scripts, books, and articles, to joining development meetings, creating grids, generating decks, practice pitching, and meeting with executives across the business. Internship is offered for school-credit only. Interested candidates can submit a resume and cover letter to [industryjobapps@gmail.com](mailto:industryjobapps@gmail.com)

Nov 22 Shelter PR is seeking an intern for Spring 2025 who wants to learn from a boutique publicity firm. This internship is paid and based in LA, with a 12 hour per week commitment. Having a vehicle is preferred. Candidates should be detail-oriented with strong communication skills. Applicants must be currently enrolled in school. Juniors and seniors from four-year universities are preferred. Applications can be submitted to [larissas@shelterpr.com](mailto:larissas@shelterpr.com)



Nob 15 Charles Osowik, an independent literary manager, is looking for a Representation/Development intern for the Spring 2025 semester who can work remotely. Duties include reading scripts for incoming submissions, providing notes on client projects and various other ad-hoc management related duties. Looking for those who have an appreciation for both commercial and art-house movies and shows.

Please send resumes and list of favorite writer/directors and showrunners to readerintern123@gmail.com

Nov 15 Intern needed for management & production company Curate (thisiscurate.com).

Unpaid position - must be for college credit. Mostly remote position, with optional one day per week in-person at Studio City office. 15-20 hours a week, January-May (exact start/end dates flexible). Interns will work with managers and assistants at Curate. Main duties will be covering scripts and books, looking into book and article rights and doing director/actor lists for different projects. There will be some administrative work like logging information, data entry, and setting up systems. Opportunity to learn the business and story development.

About the company: Curate was founded in November of 2021 by established literary manager Britton Rizzio. The company represents elevated creators in film, TV, books and the international space. Curate's clients include Jac Schaeffer (WANDAVISION), Emily Carmichael (JURASSIC WORLD: DOMINION), Emily St. John Mandel (STATION ELEVEN), Oren Uziel (22 JUMP STREET, THE LOST CITY), Heidi Schreck (WHAT THE CONSTITUTION MEANS TO ME), Laura Eason (THREE WOMEN), Henry Chaisson (ANTLERS), Cody Heller (DUMMY), Heather Quinn (WEREWOLF BY NIGHT), and Sarah Lampert (GINNY & GEORGIA). Please send cover letters and resumes to tim@thisiscurate.com.

Nov 15 Film Festival Strategist and Producers Rep is seeking Winter and Spring interns. Duties include research, festival submissions, correspondence, watching and evaluating films, and creating content for social media. Opportunities to attend local film festivals and networking events. Must be reliable and organized with extreme attention to detail. Film Festival knowledge is preferred, as is a passion for independent film. This is an unpaid internship for college credit. Must commit to a minimum of two days per week. Work can be fully remote or partially in the office. Send a cover letter and resume to nancy@cinemacollet.com

Nov 8 Fall interns needed at Boutique Talent Agency representing Talent for branding & celebrity endorsements. Internship provides a broad understanding of the entertainment industry and an in-depth look at celebrity branding. Ideal candidates are resourceful, great at research, and organized. Interns who can commit for 2 semesters are preferred. Please submit a resume and cover letter. Unpaid school credit internship. Apply to celebritybrandingcareer@gmail.com

Nov 8 Odenkirk Provissiero Entertainment is seeking Spring 2025 interns (Jan - May). A passion for comedy is a plus. Intern tasks include script coverage, information tracking, and day to day office operations. Seeking students that can work 2-3 days a week. This is an unpaid, in-person internship, and college credit is required. If interested, please email cover letter and resume with subject line, 'Name // SPRING 2025 Intern Application' to [opeinternships@gmail.com](mailto:opeinternships@gmail.com)

Nov 8 Phoenix Pictures (SHUTTER ISLAND, ZODIAC, BLACK SWAN, LAST VOYAGE OF THE DEMETER) is looking for spring interns. Candidates must be enrolled in school for academic credit, and excited to learn about film and television development. Duties include script coverage and analysis, research, as well as attending meetings with executives. Please send resumes with cover letters to [phoenixpicturesinternship@gmail.com](mailto:phoenixpicturesinternship@gmail.com)

Nov 8 Roadside Attractions (Emily the Criminal, The Peanut Butter Falcon, Manchester by the Sea) is looking for spring 2025 interns. Interns will be exposed to numerous aspects of independent film production and distribution. Specific duties will include writing script coverage, updating databases, compiling press breaks, and completing ad hoc projects. Interns will be working in-person out of our offices in Los Angeles. This is a paid internship (\$16.90/hr). Please submit a resume, cover letter, and (if available) sample coverage to [jobs@roadsideattractions.com](mailto:jobs@roadsideattractions.com)

Nov 8 Seeking Winter/Spring academic interns for Luxhammer, a production/literary management company with 20 years of experience developing, packaging, and producing Film/TV based on original ideas and major IP with emerging and A-list talent. Also produced some of the world's most renowned branded entertainment. Learn development, BE, assistant duties, direct exposure to CEO. School credit only. Send resume, cover letter to [hello@luxhammer.com](mailto:hello@luxhammer.com)

Nov 8 Aperture Entertainment is a boutique management/production company currently seeking creative development interns for the Spring Semester. Work remotely 2-3 days/week for 12+ weeks starting January 2025. Tasks include script coverage, talent scouting, and role evaluation for clients. Gain course credit while being involved in high-profile projects (HANNIBAL@Netflix w/Denzel Washington & Antoine Fuqua and Grady Hendrix's FINAL GIRL SUPPORT GROUP @HBO w/ Charlize Theron & Andy Muschietti) and collaborate with a diverse range of Aperture's clients, including writers, directors, and actors. Ideal for ambitious students passionate about Film/TV. This is an unpaid, remote internship for school credit. Please email resumes & cover letters to [jobopps@aperture-ent.com](mailto:jobopps@aperture-ent.com)

Nov 8 An established literary TV/film & talent management firm seeking candidates for an unpaid internship opportunity in the literary department, with a potential path to becoming a junior manager. Duties include, but are not limited to: rolling calls, submissions, scheduling, organizing, script coverage, and other general office duties. Candidates should be driven, articulate, confident, passionate, and thick skinned. Internship is demanding, but very rewarding. Please send a cover letter and resume with Literary Internship in the subject line to [asst@shereeguitarent.com](mailto:asst@shereeguitarent.com)