Executive & Management Positions

Assistant Level Positions

**Aug 25** Legendary Entertainment is hiring an EA in Burbank, CA to support the EVP & SVP of Unscripted Content team. Ideal for those with agency experience, entails maintaining schedules, handling confidential matters, coordinating meetings, and assisting in Unscripted Content. Candidate should be driven, detail-oriented with excellent communication skills. A flexible schedule and minimum of one years’ experience. Rate ($22.12-$25 per hour). Email resume with subject line “EA, Unscripted Content” to recruiting@legendary.com

**Aug 25** Legendary Entertainment is hiring an EA in Burbank, CA to support the President & Managing Director, Television. Ideal for those with agency experience, the role entails maintaining schedules, handling confidential matters, coordinating meetings, and assisting in TV development. Candidate should be driven, detail oriented with excellent communication skills. A flexible schedule and minimum of two years’ administrative support experience. Rate ($22.12-$25 per hour). Email resume with subject line “EA, Television” to recruiting@legendary.com

**Aug 25** LA-based production company, Leepson Bounds Ent., seeks an Executive Assistant for the CEO and EVP. Looking for someone who is detail oriented and interested in moving into a creative role. They need to love content, have ideas and be willing to try to write and come up with ideas. Desk includes managing calendars and calls daily. If interested, please email your resume to lsmith@leepsonbounds.com

**Aug 25** Alloy Entertainment (Your Are So Not Invited to My Bat Mitzvah, Purple Hearts, You, Gossip Girl, etc.) is seeking an Executive Assistant to support the EVP of Film. We’re looking for a proactive self-starter with exceptional communication skills and a can-do mindset. Must have previous assistant experience (agency preferred) and a strong passion for film development. This is a full-time, hybrid position (Burbank). Please send resumes and cover letters to alloyassistant@gmail.com

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**Aug 18** Executive Assistant for WBD Production Company

Production company with a term deal at Warner Bros. Discovery Television, seeks an assistant to support two executives in creative development and production across a portfolio of television and film projects. This is a special opportunity to learn and be involved in all aspects of producing. Main duties include managing schedules, phones, general office duties, overseeing submissions, script coverage, and personal tasks. Looking for someone who is eager and excited to work their way up in the business. Please email your resume and short cover letter to assistant@magnoliahillproductions.com, thanks.

**Aug 18** This is Definitely Real is a production company finishing a feature film, “Reality Games,” about disinformation, deepfakes, AI, and post-truth in the style of Fight Club meets Scott Pilgrim. We are picture locking and working on VFX, color grade, score, sound mix, and distribution.
We are seeking a part-time Executive Assistant to the Director/Producer/CEO Michael Morgenstern. This is an opportunity to become immersed in all aspects of post-production and distribution, gaining an intimate knowledge of how an indie film comes together and sells on the market. You will support Michael in managing a varied team of 10+, logistical and creative decisions, meetings and industry networking, speaking and podcasting, and more.

No two days will be the same, and we are seeking a brilliant, capable, self-directed candidate who can accomplish a broad variety of tasks with ease.

**Start Date:** Immediately  
**Hours:** Part Time, Flexible Schedule, ~20hrs per week, which will ramp up and down as needed.  
**Rate:** $160/day while part time, scaling up as needed

**The ideal candidate is:**

- Driven and self-reliant. Can finish complex tasks without oversight. Good at prioritizing tasks for themselves and others.
- Impeccable with details and follow-through.
- Experienced with event planning and networking.
- Intimate with technical aspects of filmmaking: Premiere Pro, codecs, media management, After Effects, etc.
- An advanced user of tech (Google Drive, Dropbox, databases, Slack, etc. Light programming skills are a huge plus.)
- Willing and able to learn new processes and workflows.

**Responsibilities will include:**

- Scheduling and calendar
- Events & travel, including coordination
- Creating and managing event pages and logistics
- Booking venues, coordinating purchases
- Tracking deliverables and deadlines
- Managing individual aspects of post-production
- Being a point of contact for members of the post team
- Managing Media and Assets, for both stock and raw footage
- File organization and backup
- Research and submission to festivals & grants
- Sourcing leads for networking, media opportunities, and more
- Drafting emails
- Tracking outreach and follow-ups

**Requirements:** 2+ Years Experience as an Executive Assistant OR relevant production office or internship experience [Be specific!]

**To apply:** Please send your resume and a description of why you are a great candidate cover letter to jobs@definitelyreal.com with “Definitely Real EA Application” in the subject line.

**Aug 18** Hidden Pictures (SHOTGUN WEDDING, CHIP N DALE RESCUE RANGERS, etc.) is seeking a new assistant to support the President and VP. Must be detail-oriented, interested in development, and proficient in handling assistant duties such as managing heavy phones and scheduling. Ideal candidate will have 1-2 years of relevant agency, studio, or production company experience. This...
position will be located in our LA office. Please submit resumes to hpassistant@hiddenpicturesmedia.com

**Aug 18** Assistant to two writers with a Studio Feature Deal. At least one year of studio, production company, agency and/or management assistant experience required. Will be a combination of administrative/personal assisting. This position will be exposed to every aspect of feature filmmaking – development through production and post. This is not a position for an aspiring writer. The ideal candidate is passionate about producing and movies, is a self-starter, and has solid communication skills. Please send resumes to RugbyAsst@gmail.com

**Aug 18** Discount Sushi is seeking a new EA to support the team, Head of TV, as well as founders. We are a production company co-founded by Jon Cryer and his wife, Lisa Joyner. Candidates must be detail-oriented, and proficient in assistant duties such as phones, scheduling, and maintaining tracking grids. Ideal candidate will have 1-2 years of relevant agency, studio, or production company experience. This position will be in our North Hollywood office. Resumes to Bridget@Discount-sushi.com

**Aug 18** LA-based production company, Leepson Bounds Ent., seeks an Executive Assistant for the CEO and EVP. Looking for someone who is detail oriented and interested in moving into a creative role. They need to love content, have ideas and be willing to try to write and come up with ideas. Desk includes managing calendars and calls daily. If interested, please email your resume to lsmith@leepsonbounds.com

**Aug 18** LA-based, independent film producers with a first-look deal at Skydance Media seek a new assistant. Candidates should be detail-oriented, proactive, and creative, interested in all aspects of filmmaking, and experienced in handling assistant duties. There will be opportunities to learn a lot as we are super-transparent and happy to answer questions, and to travel on-location when we are in production. Please send resumes to info@mockingbirdpictures.com

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**Aug 11** Social Media Brand Coordinator

We are seeking an extremely energetic marketing individual to serve as its Social Media Coordinator for an Interior Designer and Lifestyle Social Media Influencer. The ideal candidate can conceptualize, create, and manage engaging social media and digital marketing content to promote our the brand. You will execute targeted strategic campaigns to support company goals, track campaign effectiveness and drive awareness/consideration/conversion across all our social and digital platform needs.

**Key Responsibilities:**

- Develop social media strategies while constantly being on the lookout for latest trends (Instagram, Facebook, TikTok, YouTube, Threads etc.) to increase followers, engagement, and new clients
- Assist in designing, creating, and managing social promotions
- Collaborate, create and post engaging text, image, and video content for all social media platforms.
- Responsible for all communications and representing the brand image via social channels through comments, direct messages, and customer engagement
- Analyze and report on key display and social media metrics regularly
• Proactively identify opportunities to tap into or incorporate the latest pop culture trends, creativity, execution approaches & techniques, broader inspirations, and innovations.
• Must maintain fun, upbeat and professional image always
• Familiarity with video production and editing

Requirements:

• Bachelor’s degree in Marketing, Advertising or equivalent
• 2+ years’ work experience managing social channels for a brand or in a relevant field

Desired Skills & Qualifications:

• A highly motivated and collaborative team player who thrives in fast-paced environments
• Strong analytical skills and ability to develop data-based insights
• Strong verbal and written communication skills
• Ability to grasp and develop the brand voice for multiple platforms
• Up to speed on pop culture and trends

Job is located in Los Angeles – some hybrid work involved

Please send resume to n7568765@gmail.com [TAPA note: I realize this looks like a fake-ass email, but I’ve confirmed it a very real, well-respected agency. They just need to keep anonymous for publicly available positions like this.]

Aug 11 Assistant Level Positions at Academy of Motion Picture Arts and Sciences

Reporting to the Chief Membership, Impact and Industry Officer. The individual will manage calendars, relay timely and sensitive messages and information, process documents, book travel, provide database maintenance, and manage projects as assigned. You will work collaboratively and strategically across Academy-wide initiatives and programs. Have at least 1-2 years’ experience in an administrative role supporting an executive; Experience in film, entertainment, agencies, and/or live events preferred; proficient in Microsoft Office suite and CRM experience preferred; Send Cover Letter/Resume to bcheung@oscars.org

Aug 11 Bad Wolf UK is seeking an LA-based Executive Assistant for their Chief Creative Officer. The ideal candidate is a proactive problem-solver with strong communication skills with at least 1 year of experience as an industry assistant, though strong internship experience will also be considered.

Responsibilities include:

• Facilitating and managing the schedule of the CCO and their dealings with both US and UK based projects
• Answering/rolling calls
• Organizing the storage of and access to development and production materials
• Proactively reading and flagging new and exciting material for development
• Maintaining writer, director, and submission grids and providing feedback on accompanying material when required
• Fostering an open dialogue and work pipeline between US and UK offices
• Booking and coordinating travel
• General office/administrative tasks
About Bad Wolf: Bad Wolf is a transatlantic TV production company, founded by Jane Tranter & Julie Gardner in 2015. Headquartered in Wales, Bad Wolf's initiative is to create ambitious, imaginative and relevant drama for worldwide audiences. Credits include DOCTOR WHO (BBC/Disney+), HIS DARK MATERIALS (HBO/BBC), I HATE SUZIE (Sky/HBOMax), and INDUSTRY (HBO/BBC), and A DISCOVERY OF WITCHES (Sky/AMC).

If interested, please send a resume and cover letter to badwolfassistant@gmail.com

Aug 11 Jesse Collins Entertainment is looking for an Executive Assistant for our President/ Executive Producer.

As the Executive Assistant to the President/Executive Producer of our TV & Film Production Company, you will play a crucial role in providing high-level administrative support to the company’s top leadership. This dynamic and demanding position requires a detail-oriented and organized individual who can effectively manage various tasks, coordinate schedules, and handle confidential information with discretion.

**Key Responsibilities:**

**Calendar and Schedule Management:**
- Maintain the President's calendars, scheduling appointments, meetings, and events.
- Coordinate travel arrangements, itineraries, and accommodation as required.
- Proactively anticipate scheduling conflicts and propose solutions.

**Communication and Correspondence:**
- Manage incoming and outgoing communications, including phone calls, emails, and messages.
- Draft and review correspondence, memos, and other documents on behalf of the executives.
- Liaise with internal teams and external partners to ensure seamless communication.

**Meeting Coordination:**
- Prepare meeting materials, agendas, and presentations as needed.
- Attend meetings, take accurate minutes, and distribute action items to relevant parties.
- Follow up on action items to ensure timely completion.

**Project and Production Support:**
- Assist the Executive Producer with the organization of creative projects.
- Facilitate communication between the production team and executives.
- Help coordinate logistics for shoots, casting sessions, and other production-related activities.

**Travel and Event Management:**
- Handle all aspects of travel arrangements for production-related trips and industry events.
- Confidentiality and Data Management:
  - Handle sensitive and confidential information with utmost discretion.
  - Maintain organized files, records, and databases, ensuring easy access and retrieval.
  - Adhere to data protection policies and maintain information security.

**Administrative Support:**
- Provide general administrative support to the President
- Process expenses, manage invoices, and handle other financial tasks as needed.

Requirements:

- Proven experience as an Executive Assistant or similar role, supporting C-level executives.
- Excellent organizational and time management skills, with the ability to multitask effectively.
- Exceptional communication and interpersonal abilities, both written and verbal.
- High level of professionalism, integrity, and confidentiality.
- Proficiency in using productivity software and office applications.
- Knowledge of the TV and film production industry is a plus.
- Flexibility to work occasional evenings or weekends as production schedules require.
- Bachelor’s degree or equivalent experience in a related field.

Apply by sending your resume to hr@jessecollinsent.com Subject line: EA/President

Aug 11 A reputable Commercial Talent Agency in Beverly Hills is looking for a detail oriented executive assistant to the president. Major growth potential for the right candidate, particularly those with the goal of becoming an agent. Responsibilities include, calling clients with auditions, contract management and corresponding with casting directors. Must possess strong communication skills, be LA-based, and must have the ability to multi-task. Email cover letter and resume to reignagencyinfo@gmail.com

Aug 11 Prominent boutique celebrity branding agency seeks Executive Assistant to support two founding partners. The agents represent celebrity actors/musicians and look after multiple brand partnerships. The ideal candidate will have a passion for entertainment, advertising/marketing/brands and celebrity talent with an interest in becoming an agent. Ideal candidate has at least one year of admin experience in the industry. Resumes to nsb.asst@gmail.com

Aug 11 Bad Wolf UK is seeking an LA-based Executive Assistant for their Chief Creative Officer. Ideal candidate is a proactive problem-solver with strong communication skills and at least one year of industry assistant experience preferred. Tasks include office admin (phones, calendar, expenses, travel, etc.) as well as opportunities for reading, coverage, and development work. Please submit resume and cover letter to badwolfassistant@gmail.com

Aug 11 Upland Workshop is seeking an Executive Assistant to support the CEO. Candidate must have prior EA experience and be able to manage a busy calendar and travel. Administrative responsibilities include scheduling, arranging domestic and international travel and email management. Ability to coordinate across multiple departments, work well in a fast-paced environment and communicate on behalf of the founder handling not only a calendar but sensitive and confidential matters are a must. Send resumes to alex@uplandworkshop.com

Aug 11 Atlas Artists seeks an assistant to support two talent managers. Responsibilities include heavy scheduling, rolling calls, submitting, and pitching clients, coordinating casting appointments, communicating with agents, casting, production and clients. Candidates should be well-organized, excellent at multitasking, a problem solver, and anticipate client and manager needs. At least one year of desk experience is preferred. Benefits included. Resumes to jobs@atlasla.com

Aug 11 The Assistant will provide support to an A-list Talent Manager and Award-winning Producer. Clients include actors, writers, directors, and showrunners. This role will be very hands-on with TV & Film development across the company production slate. Successful previous employees have been people with major agency experience who are looking to move into management, development, or
Aug 4 Seeking a highly organized and proactive assistant to support the CEO/Founder of Panoramic Media Company. This job requires someone with the ability to handle a fast-paced work environment, has strong attention to detail and can anticipate needs. Past productions include films/shows such as Wednesday, Creed III and Respect. Based in LA. Agency experience is preferred, but not necessary. Please send resumes to rachel@thisispanoramic.com

Aug 4 A prolific production company is looking for an organized and detail-oriented assistant to two Film/TV producers. The ideal candidate will have a strong understanding of the creative process. Responsibilities include scheduling, rolling calls, project tracking, reading and coordinating coverage, and light personal work. With room to grow, 1-2 years of agency/management experience is preferred. Please send resumes to asstsearch2023@gmail.com

Aug 4 A Top-tier Talent Management company in LA is looking for an assistant to the partners. Ideal candidate is highly-motivated, detail oriented and is eager to support roster. The job duties entail rolling calls, scheduling meetings, sending appointments, uploading, and editing tapes, etc. Knowledge of Breakdown and InEntertainment a plus. Looking for someone who is interested in management and representation, as position has room for growth. Send PDF of resume and cover letter to newmgmthires@gmail.com

Aug 4 Francine Maisler Casting is looking for a Casting Assistant. Assistant will work in fast-paced environment, juggling work on Film/TV projects. Assistants will work autonomously and provide support to senior Casting Directors and Associates. Previous film/TV industry experience is a must with an interest in casting. Knowledge of Cast-it, Breakdown Express, Eco-Cast, and Zoom is recommended. Please email resume and your name with subject “Casting Assistant” to fmcresumes@gmail.com

Personal Assistant Positions

Aug 11 Seeking personal assistant to an actor/producer/activist, local to LA. This role requires attention to detail, a proactive mindset, strong communication skills and discretion. Duties include working with production team, coordinating with representatives, booking travel, running errands, etc. Experience is a plus. BIPOC/AAPI candidates encouraged to apply. Please send cover letter and resume to personalasst2023@gmail.com

General Positions

Aug 25 National Lampoon seeks full-time, paid talent booker/casting associate to book celebrities, comedians, and influencers for ongoing productions. Must have experience booking union and non-union talent and be familiar with fast-paced work in digital, talk show, or podcast space. Excellent communication, computer and organization skills are mandatory. Responsibilities include talent
scouting, booking, interaction with managers/agents, and completing all necessary paperwork. Email resume and cover letter to DannyAsst@RNR.Media

Non-LA Positions

**Aug 25** Established management company is hiring FT on-site Assistant to an Entertainment Manager in NYC office. Must have experience in client representation, experience from university involvement, internships, and past positions. Must be highly professional and engaging with exceptional email and communication etiquette. Duties include but are not limited to scheduling logistics, office upkeep, basic administrative duties. $20-$25 per hour, based on experience. Full benefits, paid lunch and lush PTO. Apply at agf@iany.com

Internship Positions

**Aug 25** LA Producer needs assistant with SAG, social media and new location studio. Remote or local. Two days. Flexible. Experience not essential but willingness to learn is. Position is unpaid but IMDB, film and college credits available. Please send cover letter and resume to NLEGliterary@gmail.com

**Aug 25** Nickel City Pictures is seeking remote interns for Fall 2023. We are a very active film/TV production company with several projects set up at studios and independent financiers. Intern responsibilities include script and book coverage, researching IP, and updating tracking grids. This is a great opportunity for those interested in development and producing. This internship is unpaid and for school credit only. Please send resumes and a coverage sample (if applicable) to emily@nickelcitypictures.com

**Aug 18** Grey Matter Productions (LIGHTS OUT, YES DAY, PAIN HUSTLERS) is seeking remote coverage interns for Spring 2024. We are a growing production company with multiple films in both prep and production at major studios along with several projects at various stages of development. This is a great opportunity for those interested in producing and development. Unpaid, for school credit. Please send resumes to gmpinternapplication@gmail.com

**Aug 18** Leading travel storytelling company Travel With Meaning (TWM) seeks a passionate, savvy, creative social media intern who loves travel, developing content, and is ready to hit the ground running. Prior social media management experience is ideal. This is an unpaid internship. Email resume and cover letter to mike@travelwithmeaning.com

**Aug 18** Seeking Fall 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 and cover letter to hello@luxhammer.com

**Aug 11** The Radmin Company, a boutique literary management company in Beverly Hills, seeks an intelligent, creative intern with a sense of humor to read and evaluate scripts and write coverage on a rolling basis. Great internship for writers. 3-month commitment is required. The internship is unpaid,
but we offer school credit. It will be remote, with room to grow in the company. Email a short cover letter and resume with the subject line “Office Internship” to jobs@radmincompany.com

**Aug 11** Artists First is a top-tier management company. Seeking Fall interns in our Los Angeles office. Great opportunity if interested in pursuing a career in the business. We require a strong degree of multi-tasking, sharp focus for details, and the ability to work in a fast-paced, client-driven environment. Be a team player, self-motivated and willing to learn. Heavy script coverage expectation. We require at least two full days a week. School credit is mandatory. Resumes to rg@artistsfirst-la.com

**Aug 4** Creative Intern with AI experience at Graphic India. Candidates must be in Los Angeles and currently enrolled students to receive credit. Applicants must be familiar with Midjourney, GPT 4 and other breakthrough AI tools and have a creative art/design background. Interns will aid assistants and executives in reading incoming material, putting together research for projects in development and ai in office workflow all while we educate them on the entertainment industry. Resumes/cover letters to jobsusa@graphicindia.com

**Aug 4** Creative Intern at Graphic India. Candidates must be in Los Angeles and currently enrolled students to receive credit. Interns will aid assistants and executives in reading incoming material, putting together research for projects in development and aid in office workflow all while learning about the entertainment industry. They will be exposed to discussion on Film/TV scripts, up-an-coming talent, and project status/tracking. Resumes/cover letters to jobsusa@graphicindia.com

**Aug 4** As TMG Studios’ Production Intern/Production Assistant, you will play an integral role in our creative process, helping to shape the development and execution of our production projects. Your responsibilities will include both administrative/technical support, assisting in all stages of production, from pre production to post-production. This is a unique, paid opportunity to gain hands-on experience in both film and podcast production. Please send resumes to brooke@tmgstudios.tv

**Aug 4** Production company/financier No Trace Camping (ROOM, THE BROKEN HEARTS GALLERY) is seeking a stellar virtual intern. Duties include reading scripts and providing thoughtful and timely coverage and attending weekly Zoom meetings about progress and for professional development. Hours are flexible as this is a virtual position. School credit required. Email resume and sample coverage to kristin@notracecamping.com

**Aug 4** Phoenix Pictures (Shutter Island, Zodiac, Black Swan, Last Voyage of The Demeter) is looking for fall interns. Candidates must be 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

**Aug 4** Film Festival Strategist and Producers Rep. seeking interns. Ideal candidates are highly organized, self-starters with excellent writing skills, and facility with Google Docs. Film Festival knowledge is preferred, as well as a passion for independent film and social media. Flexible schedule and remote work. Great opportunity to establish contacts in the film festival world. Interns who can commit for two semesters are preferred. Unpaid, school credit internship. Please submit a resume and cover letter to assistant@cinemacollet.com