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Executive & Management Positions

May 31 Seeking a Managing Director to advance the college's mission, vision, and values within entertainment. Responsibilities include strategic planning, resource allocation, team engagement, and safety/compliance. Background in leadership, strategic planning, risk management for a large organization, along with desired knowledge in entertainment and a master's degree. Anticipated pay \$150k-\$170k. Apply with resume and cover letter to dodgecollege@chapman.edu

May 31 Agent needed for established and thriving department at Mid-Size agency. Prior experience required. Person who is an energetic, multitask-er with the ability to remain professional and focused on a detail oriented. It's a fast-paced environment. Need a team player. As well as keep calm in high pressure/quick turnaround situations. Starting salary \$45,000.00 per year Medical, Dental, 401K. Email Resumes and Cover letters to talentagencypositions@gmail.com

Assistant Level Position

May 31 Assistant for PR Company in West Hollywood wanted. Must be extremely organized, love a busy environment, be team-oriented and be a real "people person!" Candidate must truly desire a career in publicity and love working with personalities. ENTRY LEVEL position salary with full health benefits after 3 months. HUGE room for growth after a dedicated year. This position is very someone extremely focused, dedicated, and ready to embark on a career not a job. Must own a car and some experience in PR preferred. Email resume to entpublicrelation8060@gmail.com.

May 31 **Product and Marketing Coordinator**

Scriptation | Los Angeles, CA (100% Remote) Full-time

About Us

Scriptation is the Emmy® Award winning app for film and television production. It transforms traditional production tasks into efficient and environmentally-conscious workflows, allowing users to digitally mark up scripts, separate notes into layers, track changes across revisions,

tag elements and generate breakdown reports, transfer notes into new script drafts, and more. Scriptation has been used on thousands of productions worldwide including “Saturday Night Live,” “Bridgerton,” “Succession,” and “Game of Thrones.”

About the Job

We are seeking a versatile and detail-oriented Product and Marketing Coordinator to join our team! This role will support both the Product and Marketing departments, focusing on developing a comprehensive understanding of the product to ensure effective communication with our users and the entertainment industry at large.

The ideal candidate is adaptable and proactive, capable of managing diverse tasks ranging from rigorous quality assurance testing of the app to collaborating on promotional copy. Initially a cross-functional position, this role offers the opportunity to gain valuable experience in both areas, with the potential to grow into a more focused position within either department based on performance and company needs.

As a fast-paced company, we are looking for someone with strong communication skills, a creative mind, and the ability to learn quickly. Hands-on experience with entertainment production and a familiarity with Scriptation are strong assets.

Responsibilities

- Collaborate on the development of new features to be integrated into the product roadmap.
- Perform Quality Assurance testing of the app through film industry user workflows to ensure smooth deployment of releases and identify elements that can be improved.
- Conduct data analysis, market research, user research, and A/B tests to continually improve the product’s features, experience, and usability.
- Evangelize the product with demonstrations/webinars, and create content for customer support and training.
- Collaborate on marketing copy, press releases, and promotional assets.
- Generate ideas for content marketing and social media campaigns.
- Assist with special projects and research as needed.

Qualifications/Requirements

- Hands-on knowledge of entertainment workflows and best practices
- Familiarity with various entertainment technology software applications
- Experience working across a breadth of projects and people ranging from highly technical to highly creative.

Desired Characteristics

- Has a passion for the future of television and film production.
- An experienced multi-tasker, who can manage numerous, complex projects through periods of growth and change.
- Ability to work both independently, and in highly collaborative scenarios, while building effective, authentic, and collaborative relationships.
- Entrepreneurial in spirit with demonstrated interest and ability to find innovative ways to sustain and expand Scriptation.
- Excellent and consistent oral and written communication skills, with clarity of purpose in all communications.

Salary

Starting at \$64,000, commensurate with experience

Benefits

Comprehensive healthcare coverage

Retirement savings plan (IRA)

To Apply: Please fill out our application at www.scriptation.com/apply

May 31 Seeking a dynamic Executive Assistant to support the Dean and Associate Dean of Dodge College of Film and Media Arts. Provide high-level administrative support, manage calendars, act as liaison with industry and college constituents, maintain confidentiality. With a sense of urgency and using initiative, anticipate the needs of senior leadership. Required experience providing office support, strong communication skills, discretion, along with desired qualification of bachelor's degree. Anticipated pay \$66,560 - \$72,000. Apply with resume and cover letter to dodgecollege@chapman.edu

May 31 Mosaic is looking for an assistant to report to two managers in our New York office. Interest in comedy is a must. The ability to dive right in is needed—we are looking for a self-starter! This is a demanding and fast paced desk, so agency or management experience is highly valued. Responsibilities include administrative duties, script coverage, casting coverage, client interface, maintaining company materials and more. Please send resumes or reach out to otasst@mosaicny.com

May 31 The ideal candidate is motivated, detail oriented and thrives in a fast-paced environment. Assistants must have excellent verbal and written communication skills, maintain the highest level of confidentiality, keep pace with an extremely busy office and remain composed in high-pressure settings with the ability to multi task under breaking deadlines. This entry level position has the potential to lead to a rewarding career as an entertainment publicist. Due to a high volume of applicants, no phone calls please. Please send resumes to aball@id-pr.com

May 31 We're looking for a right-hand partner to work directly alongside our founder/CEO, Mandana Dayani, on all parts of the business and her media platform. Ideal candidate is a true problem solver and big idea thinker who is eager to jump in and learn, and can multi-task across many different workstreams in a very fast-paced environment. The candidate is equal parts creative and analytical, has experience building brands, and is driven to shape culture and create lasting impact. To apply, email admin@mandanadayani.com

May 31 Assistant to Kids Commercial & Print Department for Mid-Size Agency. Need self motivated individual with a strong work ethic. Excellent interpersonal and communication skills are a must! Energetic, multitask-er who can remain professional with the ability to foster a supportive rapport with clientele. There's heavy volume of phone calls/emails regarding auditions and maintaining paperwork. \$35,000.00 per year to start. Medical, Dental, 401k options. Email cover letter and resume to talentagencyinfo@gmail.com

May 31 Assistant to talent manager/partner at Rise Management, a boutique talent management company. This is not a starter desk; candidates must have at least a year of experience on a desk to apply. Looking for candidates who are self-starters, great at multitasking, working in a fast-paced environment, organized, and with great attention to detail. Duties include scheduling, phones, calendars, and some coverage. Please email resumes to jdassist@risemanagement.com

May 17 Executive Producer looking to hire a part-time, remote PM Exec Assistant, 2-3 times a week. Executive Producer looking to hire a detail oriented part time Executive Assistant to work during the evening two to three times a week. This is fully remote, but the producer is located in Los Angeles on PST.

Responsibilities include project management, spreadsheet work. Must be a pro at Excel and sheets and LGBTQIA+ family friendly. Sample hours would be 5-10pm during work days. Please send a brief paragraph about you and your recent resume to awenger.asst@gmail.com

May 17 Midsize talent agency is seeking a full-time assistant. There is a great deal of opportunity for growth in the position for an enthusiastic, detail-oriented candidate. Job entails day-to-day administrative work with the opportunity for more, including supervised client coverage, strategy, submissions and client relations. Some agency or management experience is preferred. The top candidate should be technically savvy and aware. The job is LA based. Resumes can be sent to the following address: careers@aperture-talent.com

May 17 Industry Entertainment is looking for a highly motivated and hardworking assistant to work for two managers. Experience in a similar industry position preferred as well as strong interest in management and production. Qualified candidates will have a strong work ethic, great organizational skills, interpersonal skills, knowledge of InEntertainment, an ability to juggle many tasks, a great memory, basic editing skills, passion, and a positive attitude. Candidates email talentmgmtasst21@gmail.com

May 17 Media Res Studio seeks an Executive Assistant to the CEO. This position will support a broad range of administrative responsibilities, interface with various departments, and work collaboratively with the development assistant to ensure all duties to cover the CEO's desk are integrated and seamless. The successful candidate will be a tenacious problem solver and will have a bachelor's degree / a minimum of at least 3 years of previous entertainment industry experience.

Resumes and cover letters should be sent to resumes@mediares.studio

May 17 The Fifteen Percent Pledge seeks an LA based Executive Assistant to support the Founder and Chief of Staff. Responsibilities include managing calendars, booking travel, coordinating appointments, handling correspondence, and executing special projects. Candidates should have 4+ years of administrative experience, excellent communication skills, proficiency in office tools, and a proactive approach to social justice. Diversity is highly valued. \$80,000-\$100,000 annually, plus benefits. Apply with a resume / cover letter to jobs@15pp.org

May 17 Assistant to principal of boutique TV & film lit management/production company. Ideal candidates are charismatic, self-starters, creative, highly organized, and have a keen attention to detail. Duties include: phones, scheduling, submissions, research, coverage & development notes, project tracking, as well as discovering new talent. An exciting position for someone interested in a career in talent representation and/or producing. Applicants must have one (1) year of experience at an agency, management or entertainment company. Please send resume and cover letter to: jobs@mappointmgmt.com

May 17 Seeking assistant for 2 Talent Managers in NY. Candidates should be driven, computer literate, detail-oriented and creative with strong communication skills. Entertainment experience and excellent computer skills are mandatory. Agency / Management experience a big plus, as this is for a partner desk. Editing software experience is a plus. Responsibilities include heavy phones and client interaction, scheduling, filing, etc. Salary \$20-24/hr. Email resume, cover letter, and references with subject "NY Assistant" to don@authenticM.com

May 17 Executive Assistant to principal of a Production Company with multiple features and TV shows in development/production. Previous major agency or management company experience REQUIRED! Main duties include heavy scheduling, phones, rolling calls, research, booking travel, personal items, and reading/coverage. You will have opportunities to weigh in on creative. Ability to multi-task and strong organization & memory skills a must! This job will partly in-office and partly remote. Email resume to thegoblin0427@gmail.com with the subject line EXECUTIVE ASSISTANT APPLICATION

May 10 Seeking two experienced assistants for two job openings: (1) assisting a (Partner) Literary Manager/Producer; (2) assisting two Literary Managers. The desks are 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. Position is currently remote. Submit resumes to resume@untitledent.net

May 10 Kovert Creative, one of the top entertainment PR & Marketing agencies, is seeking a full-time assistant to support multiple publicists in their LA office. Candidates should have 1-2 years of work experience, be detail-oriented and thrive in fast paced work environments—full benefits and 401k. Resumes should be sent to info@kovertcreative.com

May 10 Artists First is a top tier management company. We are seeking an EXPERIENCED Assistant. Obvious elements - be professional, motivated, and mature minded. Solid desk capabilities, a strong degree of multi-tasking, sharp for details, ability to work in a fast-paced, client driven environment. Agency/Production background a plus! Our unique company culture is genuine. We offer a competitive hourly rate, mentorship initiatives and a generous benefits package. rg@artistsfirst-la.com

Personal Assistant Positions

May 31 Seeking a Full-Time Executive Personal Assistant in Sherman Oaks for Reality TV Personality/Entrepreneur. Must have a few years of entertainment experience, be organized, detailed, flexible, and project-oriented. Responsibilities include managing business needs (calendars, to-do lists) and personal assistant duties. Must wear multiple hats and be a great right hand. Salary up to 100K DOE. Email resumes to lori@thegrapevinela.com

General Positions

May 31 Production company which specializes in commercial and music video production is seeking an enthusiastic Accounts Payable Clerk to join our team. The ideal candidate will be responsible for managing all aspects of accounts payable processes for our productions and staff.

Duties:

- Process accounts payable invoices accurately and timely
- Cut physical checks and process paperwork
- Process credit card payments promptly
- Reconcile petty cash envelopes and receipts

- File important payroll documents both physically and digitally
- Utilize payroll software for accounting tasks
- Manage the distribution of petty cash amongst on-site staff

Experience:

The successful candidate should possess the following skills:

- Diligent organizational skills
- Experience in accounts payable functions
- Knowledge of accounting principles
- Ability to perform account reconciliations efficiently
- Familiarity with bookkeeping software
- Strong communication with film production teams

Nice-to-have Skills:

- Strong knowledge of the entertainment industry
- Enthusiasm for art and entertainment
- Great attitude over experience

This is a great opportunity for a detail-oriented individual with a background in accounting to contribute to our finance team. **Recent graduates in business, accounting and finance are welcome candidates.** If you meet the qualifications and are looking to grow your career in accounting, we encourage you to apply.

Job Type: Full-time

Pay Range: From \$17.28 to \$26 per hour based on experience

Expected hours: 40 per week (overtime with approval)

Benefits:

- Health insurance (dental and vision included)
- Health savings account
- Paid time off
- 401k Retirement plan

Schedule:

- 8 hour shift
- Monday to Friday in-person
- 9am to 6pm with hour lunch

Work setting: Office environment

Work Location: In-person required in East Los Angeles area

Experience: Accounting: 1 year (Preferred but not required)

Ability to Commute: Los Angeles, CA 90026 (Required)

Please email resume@partizan.us with your resume/cover letter to apply

May 31 The Penn State Hollywood Program is seeking a program coordinator to manage operations for the university's semester-in-residence program. The coordinator will work closely with students and companies to set up internship opportunities for students in the entertainment industry and manage logistics. The position also requires making sure all paperwork is processed through the appropriate university channels, and all correspondence are responded to. This is a 10-month-per-year, benefits-eligible, staff appointment. The position is onsite in Los Angeles. Some travel may be required. Email resume with "Coordinator" in subject line to: rdr2@psu.edu

May 31 PART-TIME medical billing position for Film Director. Candidates MUST have experience with DGA and WGA insurance billing. Great pay. Great opportunity to join the company. Resumes and cover letters to: DirectorAssist2024@gmail.com

May 17 Television writer who wrote for The Simpsons, The Office, etc. looking for an assistant to help with marketing a class that he teaches about TV writing. Salary=\$25/hour. 20hours/week for 2 weeks; this is a part-time gig and temporary. A central part of the marketing will be editing video footage of his previous classes, and posting clips on Instagram, Tik-Tok etc. Experience or education in social media marketing is a plus. Need to start ASAP. Please submit resumes to bfoassistant@gmail.com

May 10 May 10 A major television personality is seeking an extremely capable candidate for a podcast editing role. The ideal candidate would be a die-hard pop culture, reality TV buff and be the type of person who lives on social media and knows all the current trends. This is a great entry level opportunity for someone pursuing a career in editing. Candidates in the LA area strongly preferred. Please send resumes to team@settebelloentertainment.com

Non-LA Positions

May 31 Executive/Personal Assistant- Greenwich/CT- A growing media/entertainment company in the is seeking an experienced right hand for a C-level executive. Must have 7+ years of related experience. Agency/management experience a plus. Top compensation. Local candidates only. Please email steven@thecalendargroup.com

May 10 May 10 Innovative Artists is hiring an assistant for the Talent Department. Duties include managing day to day materials including appointments & submissions. Must have experience in the casting/agency/management world, as well as impressive experience from university involvement, internships, past positions. \$20/hr, \$30/hr OT (annual wage increases), benefits, Trainee Program. This is an ASAP hire. Must CURRENTLY live in NYC area. Email resumes via PDF: agf@iany.com

Internship Positions

May 31 **Creative Agency looking to hire a Part-Time Intern**

Creative agency looking to hire a detail oriented part-time intern. This position is fully remote, 2-3 days per week. This internship is unpaid and for college credit. Company located in Los Angeles on PST.

Please send a brief paragraph about you and your recent resume to associateproducer@strayangel.com.

May 31 Position: Remote Summer Internship for Comedy-Focused Production Company

Rate: Unpaid/College Credits

Description: Joke Zero is looking for a remote summer intern to join our small and collaborative team. Duties will include, assisting executives with day-to-day operations, liaising with company affiliates, project research, and script coverage. This is a great opportunity for a hardworking student who is looking to get a start in comedy or entertainment. A strong interest in feature films and particularly comedy is preferred but not required. This is an unpaid position though we will work with your college or university to ensure that you receive college credits. Please submit a resume and cover letter to contact@jokezero.com.

May 17 CTL Scouting is looking for a paid intern to begin work Summer 2024. The internship will last the summer with opportunity for more, and will require about 13 hours a week, including one full 8-hour office day (on Fridays) and reading/reporting on one book per week outside of the office. Interns will work closely with staff to generate memos on books of interest, write reader reports, and brainstorm pitches for clients. The intern will also be responsible for various administrative duties. Resumes to meghan@ctlscouting.com

May 17 Sheree Guitar Entertainment, an established literary TV/film & talent management firm, is seeking qualified candidates for an internship. You will be directly supporting Literary Manager, Producer, and Principle, Sheree Guitar, and the Literary & Development Coordinator. Duties include rolling calls, submissions, scheduling, records, coverage, and other office duties. Candidates should be driven, confident and passionate. This is a remote, unpaid internship. Minimum three months and 20 hours a week. Please send cover letter and resume with subject line "Literary Internship" to asst@shereeguitarent.com

May 10 Interns needed at Boutique Talent Agency representing celebrity talent and influencers for branding and endorsements. This internship offers a comprehensive understanding of the entertainment industry and celebrity branding. Ideal candidates commit to two semesters. It's a Los Angeles-based internship, preferring local candidates but considering top remote ones. Minimum 20 hours per week. Submit resume AND cover letter explaining interest and fit to celebritybrandingcareer@gmail.com