



## Entertainment Jobs on TAPA

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## Executive & Management Positions

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### Assistant Level Position

Jul 19 A boutique talent agency in the narrative space is looking for an immediate, full-time assistant to support a high level agent in the features and television department. This position is fully remote but preferred candidates are located in or near LA. The company is seeking a hyper organized, detail oriented, and upbeat applicant, with excellent communication skills, the flexibility to join a small team and wear many different hats, and a passion for the entertainment industry. Responsibilities include daily emails, scheduling and admin, rolling calls, taking notes, project tracking, organizing incoming material, script coverage, creating resumes and webpages for clients, tracking submissions, scouting for exciting upcoming material, and working closely with assistants and agents across several different departments. Assistants may have the opportunity to attend film festivals, special screenings, and company events in person. This is an excellent opportunity, with room for growth, for someone passionate about a career in the film & tv industry. The ideal candidate would have at least one year of prior assistant experience on a high-volume entertainment desk at a studio, network, management company, production company or talent agency. Please email resume to: [andrew@iconictalentagency.com](mailto:andrew@iconictalentagency.com).

Jul 19 Kaplan/Perrone Entertainment, a literary management company, is seeking an assistant to work for a Partner and a manager at their firm. One year of experience at an agency or management company is preferred. Responsibilities include rolling calls, scheduling client and manager appointments, script coverage, and project tracking on a high-volume desk. Superior communication skills, organization, and an attention to detail are required. Please send resumes to [jobs@kaplanperrone.com](mailto:jobs@kaplanperrone.com)

Jul 19 A boutique literary management company in Beverly Hills is looking for a first assistant/junior manager trainee to begin ASAP. The ideal candidate is motivated, detail-oriented, and eager to dive in and creatively support existing clients while hunting for new talent. The job entails standard assistant duties, including rolling calls, scheduling meetings, covering scripts, and managing a small office. This position is for candidates

interested in careers as literary managers. Please email a cover letter, resume, and sample coverage with the subject line: Assistant/Junior Manager Trainee to [jobs@radmincompany.com](mailto:jobs@radmincompany.com)

Jul 19 Talent-based, BIPOC-owned production company looking for an Executive Assistant to CEO. This assistant will manage the day-to-day administrative functions and provide support for the CEO and his multiple ventures that include, but are not limited to TV, Film, and Podcasts. LA Based. Resumes and cover letter can be sent to [info@wvent.com](mailto:info@wvent.com)

Jul 12 A new production company, with a first-look producing deal for both film and television at Warner Bros. Studios, is looking for an immediate, full-time assistant to work out of the company office on the Warner Bros. studio lot in Burbank, CA. Seeking a self-starter who is hyper organized, detail oriented, and an upbeat, savvy communicator. Responsibilities include daily emails, scheduling and admin, rolling calls, taking notes, project tracking, processing incoming material, script coverage, preparing pitch presentations, liaising with creative partners, and working closely with the current executives. The principals are a pair of writer-directors working with A-list talent. This is an excellent opportunity (with room for growth) for someone passionate about storytelling and a career in film & tv development and producing. Ideal candidate would have at least one year of prior assistant experience on a high-volume entertainment desk at a studio, network, management company, production company or talent agency. Please email resume to: [assistant.wb.prodco@gmail.com](mailto:assistant.wb.prodco@gmail.com)

Jul 12 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 literary representation and/or producing. Applicants must have one year of experience at an agency, management company or production company, studio, etc. Send resume and cover letter to [jobs@mappointmgmt.com](mailto:jobs@mappointmgmt.com)

Jul 12 Assistant needed for busy manager/producer desk at large management/production company in NYC. At least 1 year of desk experience required, artist representation experience preferred. Ideally looking for someone who wants to be a manager. Position requires attention to detail, ability to multi-task at a high volume, interfacing and communicating with artists and executives directly, drafting and emailing submissions, and advancing and creating artist itineraries for various productions, live events, and press appearances. Discretion and professionalism required for sensitive and privileged information regarding projects at various stages, and both high profile clients and rising stars. Manager works with comedians, writers, performers, directors, and creators as well. Position to start ASAP. Please send resumes to [comedymanagersstresume@gmail.com](mailto:comedymanagersstresume@gmail.com)

Jul 12 Rapidly growing high-profile entertainment law firm in Beverly Hills seeks a Career Executive Assistant with 5+ years of experience in a law firm or entertainment/media legal department. Must be detail-oriented, proficient in Microsoft Office, and able to handle confidential information. Responsibilities include administrative support, event planning, scheduling and personal duties. Email [rachel@thegrapevinela.com](mailto:rachel@thegrapevinela.com)

Jul 12 TFC Management is hiring an assistant to a literary manager. The role requires the ability to handle scheduling, rolling calls, submissions and tracking grids. Previous industry experience on a desk is recommended. Candidates should have strong communication skills and an appetite for reading. Please send resumes with subject line "TFC Assistant Application" to [tfc.assist.aapplications@gmail.com](mailto:tfc.assist.aapplications@gmail.com)

Jul 12 Innovative Artists is seeking a sharp and ambitious Assistant for their Accounting department. Ideal candidates should possess organizational and communication skills, be detail-oriented, resourceful, have the ability to multi-task and shift priorities in response to varying demands. Essential duties include proficient mathematical skills, proficient in excel, excellent communication and written skills, knowledge of inEntertainment Software, Quicken, Datafaction, Concur and Microsoft Office a plus but not required. Submit your resume at [employment@iala.com](mailto:employment@iala.com)

Jul 12 Innovative Artists is hiring for an LA Mailroom/Assistant floater, full time and onsite. Candidates must have impressive experience from university involvement, internships, past positions, preferably within talent representation. Must be highly professional and engaging and should have exceptional email and communication etiquette. Must currently reside in the Santa Monica area. Resumes as PDFs to [agf@iany.com](mailto:agf@iany.com)

## Jul 12 Talent Assistant at TalentWorks Los Angeles (Full Time Job)

TalentWorks LA is hiring an administrative assistant to support three talent agents in our Burbank office! The company is on a hybrid office/home schedule. The agents are hoping to hire someone with at least some administrative experience.

Ideal candidate is:

- A skilled multi-tasker
- Highly motivated
- Quick learner
- Detail-oriented
- Passionate about artist representation

You will:

- Manage and redirect internal and external inquiries via phone and email
- Organize high volume of pitches, submissions, audition requests, and client tapes according to strict deadlines
- Assist with special projects, research, and compiling information as needed
- Handle a wide range of administrative and executive support in a fast-paced, high-pressure environment
- Manage Agent and Client calendars
- Interface with production and accounting regarding client payment
- Input and track all appointments and events into internal system
- Serve as the first point of contact with clients, casting directors, network/studio executives
- Effectively communicate and interact with high-profile clients, prospective clients, and managers with discretion and professionalism
- Display high levels of decision-making, attention to detail, and confidentiality

You have:

- 1-3 years of experience in a similar position at an agency, studio, network, or management company
- A BS/BA in a relevant subject area
- An interest in a career as a talent agent

Send resumes to: [bhenry@talentworksla.com](mailto:bhenry@talentworksla.com)

Jul 12 Future Shack Entertainment seeks an Executive Assistant supporting the CEO and Executive team. The ideal candidate is proactive and highly organized, a strong communicator, embraces multitasking, is tech-savvy, loves reading, and has an interest in scripted television. At least a year of experience on a high-volume desk at an agency, management company, or studio is highly preferred; this is not an entry-level position. Please send resumes to [jobs@future-shack.com](mailto:jobs@future-shack.com)

Jul 12 A new production company with a first-look producing deal for both film and television at Warner Bros. Studios is looking for an immediate, full-time assistant to work out of the company office on the Warner Bros. studio lot in Burbank, CA. Seeking a self-starter who is hyper organized, detail-oriented, and an upbeat, savvy communicator. Responsibilities include daily emails, scheduling and admin, rolling calls, taking notes, project tracking, processing incoming material, script coverage and more. Ideal candidate has at least one year of prior assistant experience on a high-volume desk. Please email resume to [assistant.wb.prodco@gmail.com](mailto:assistant.wb.prodco@gmail.com)

Jul 12 Brillstein Entertainment Partners is seeking a highly motivated and detail-oriented assistant to support a Partner/Talent Manager. This is a high-volume desk serving A-list actors, writers and directors. Duties include rolling calls, coordinating travel, heavy scheduling and liaising with productions and brands. Candidate must possess a high level of initiative and be able to prioritize and manage a variety of responsibilities. Must have excellent communication and organizational skills and be able to work well under pressure in a fast-paced environment. Requires one year agency/management experience. Please send resumes and cover letters to [bepjobs@bep-la.com](mailto:bepjobs@bep-la.com)

Jul 12 Looking for an executive assistant to the Head of Marketing and Publicity at major specialty studio. Must have prior assistant experience as well as an interest in publicity, marketing and awards. Tasks include heavy scheduling, arranging travel and compiling and maintaining various department documents. Must be able to anticipate next steps and be accustomed to a fast-paced environment. This position includes being available outside of standard working hours. Please email resumes to [marketingea2024@gmail.com](mailto:marketingea2024@gmail.com)

Jul 12 Sugar23 is in an exciting phase of growth and is currently seeking an assistant to provide day to day support to a partner in the literary management department. This position is fully onsite in LA. 1-2 years of industry experience is strongly preferred. Please send resumes and cover letter to [work@sugar23.com](mailto:work@sugar23.com)

Jul 12 Academy Award-winning writer/producer/director/showrunner with a studio deal seeks new executive assistant. Must be comfortable interfacing directly with high level talent and industry players. Flexible nights and occasional weekends are a must. This is a hybrid (remote and a lot in Burbank) position, and familiarity with Zoom, Final Draft and iCal is a plus. One year of desk experience preferred. Please send resumes with the subject line "Executive Assistant Job / YOUR NAME" to [wpassistant@gmail.com](mailto:wpassistant@gmail.com)

Jul 12 Littleton Road Productions seeks an Assistant to report to the SVP of Development. The ideal candidate is proactive, enthusiastic, resourceful, has a strong work ethic and is invested in the team's success. Duties for the SVP include high-level administrative tasks as well as development tasks including tracking submissions, maintaining companywide tracking databases, reading and evaluating scripts, and more. Please note that this position support scheduling for both the SVP and an additional executive. Resumes to [lrp.assistant.resumes@littletonroad.com](mailto:lrp.assistant.resumes@littletonroad.com)

Jul 12 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](mailto:jobs@mappointmgmt.com)

Jul 12 Hilarity for Charity is looking for a highly organized, proactive and detail-oriented Executive Assistant. This role is remote and will support the executive leadership team. The ideal candidate will have exceptional communication skills, a strong ability to manage multiple tasks, and a passion for their mission. This role is crucial in ensuring the smooth operation and executive activities and contributing to the overall efficiency and effectiveness of the organization. Please submit cover letters, resume and salary expectations to [info@wearehfc.com](mailto:info@wearehfc.com)

Jul 12 Production company Smokehouse Pictures is seeking a motivated assistant for two executives: President, Television and President, Film. Duties include all administrative tasks (schedules, phones, maintaining grids, tracking incoming and outgoing submissions) while also reading, writing coverage, and collaborating with the executive team. Seeking a candidate with a passion for the creative and with excellent communication skills and attention to detail. Resumes and cover letters to [david@smokehousepics.com](mailto:david@smokehousepics.com)

## Personal Assistant Positions

Jul 19 Celebrity stylist based in LA seeking a personal assistant to aid in calendar management of all personal and professional schedules, communicate with other team members, and handle all personal matters including day-to-day errands. Experience in the fashion industry is a plus. Based in Los Angeles. Please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Jul 19 Actress based near Encino, California seeking a dynamic assistant to manage personal and professional calendar, communicate with other team members, and handle all matters including day-to-day errands. Based in Los Encino, CA. Please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Jul 19 An undisclosed branding agency is seeking a highly organized, proactive, and detail-oriented Executive/Personal Assistant to support the founder. This role requires exceptional communication skills, a high level of discretion, and the ability to multitask in a fast-paced environment. Schedule and availability would be best for someone who is flexible and available (i.e. nights and weekends as needed). Interested candidates should submit their resume and a cover letter (required) with the subject line "Executive Assistant Application" to [celebritybrandingcareer@gmail.com](mailto:celebritybrandingcareer@gmail.com)

Jul 12 Full time executive personal assistant for reality television personality and entrepreneur. Seeking someone with a few years of experience as a personal assistant. Must be exceedingly organized, detailed, flexible and project oriented. Ideal person will be able to straddle between EA needs as related to business, calendars, to-do lists and personal duties. Bonus points if experience or interests are in fashion. Position is in Sherman Oaks. Email [lori@thegrapevinela.com](mailto:lori@thegrapevinela.com)

Jul 12 Busy TV actress is looking to fill a Personal Assistant position. Candidates must be detail-oriented, outgoing, organized, have a valid driver's license, and be willing to travel. Job responsibilities include keeping up with schedule, going to set, running errands and grocery shopping. 40-50 hours per week, primarily Mon-Fri with some weekends. Please send resumes to [asstposition91@gmail.com](mailto:asstposition91@gmail.com)

Jul 12 A writer, producer and political strategist seeks an Executive Assistant/House Manager. Ideal for a writer who would like the guaranteed income of a job, while still giving them the space and time to write. Duties will be running errands, coordinating travel, scheduling home upkeep, dog care, organizing dinners, etc. Must work out of the home in Calabasas where a space will be provided that can be used for writing outside of work hours. Candidates must have a proven track record of operating in a trustworthy and discreet manner and be willing to sign an NDA. Send resumes to [calabasasposition123@gmail.com](mailto:calabasasposition123@gmail.com)

## General Positions

Jul 12 Part-time social media manager for female writer/producer/public figure. Brainstorm and pitch ideas for talent's social media accounts. Organize 1-2 monthly shoot days with talent to capture photos and videos, edit/design content, manage talent's social profiles and handle engagement. Must be LA-based. Send resumes and any other relevant social media sample work/portfolio to [socialsmanager2024@gmail.com](mailto:socialsmanager2024@gmail.com)

Jul 12 Tory Johnson Productions is hiring product planning specialists to join their team to prospect and secure brands for national television segments. If interested, please send your resume, preferred salary range and any additional background to [barbara@casablancastrategygroup.com](mailto:barbara@casablancastrategygroup.com)



Jul 12 We are looking for an energetic and teachable candidate to join our team who shows initiative and works well with others; someone with excellent attention to detail and a high level of accuracy to assist in our accounting department.

Responsibilities:

- Prepaid expenses analysis and general journal entries.
- Knowledge of Accounts Receivable and Accounts Payable.
- Commercial/Feature Production Invoice/Timecard submission.
- Assist with the preparation of financial statements and reports.
- Assist with the processing of accounts payable and receivable.
- Enter and verify the accuracy of financial transactions.
- Maintain accuracy and organize financial records and documents.
- Support the accountant with various projects and tasks as needed.

Requirements:

- Ability to identify errors and solve problems.
- Knowledge of accounting and bookkeeping principles; Data entry.
- Ability to maintain confidentiality of sensitive data.
- Strong organizational skills.
- Excellent interpersonal, oral and written communication skills and the ability to handle situations.
- Ability to efficiently prioritize tasks.
- Experience with Microsoft Office Products & Google Docs.

Qualifications:

- QuickBooks: 1 year (Preferred)
- Bookkeeping: 1 year (Preferred)
- Commercial/Feature Production Accounting (Preferred)
- Associate degree in accounting, finance or business is a plus

Job Type:

- Full-time (Remote)
- Salary: 35k-40k Annually
- Schedule: Monday to Friday 9am - 6pm PST

Benefits:

- Health, Dental, Vision, 401k plan, Paid Vacation/Holiday



Please send your resume and any other relevant material to [ita.acct.24@gmail.com](mailto:ita.acct.24@gmail.com) for review.

## Non-LA Positions

Jul 19 Comedian seeking a personal assistant to aid in calendar management of all personal and professional schedules, communicate with other team members, and handle all personal matters including day-to-day errands. Based in Austin, Texas. Please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Jul 12 Assistant needed for busy manager/producer desk at large management/production company in NYC. At least one year of desk experience required, artist representation experience preferred. Ideally looking for someone who wants to be a manager. Position requires attention to detail, ability to multitask at a high volume, interfacing and communicating with artists and executives directly, drafting and emailing submissions and more. Position to start ASAP. Please send resumes to [comedymanagersstresume@gmail.com](mailto:comedymanagersstresume@gmail.com)

Jul 12 Seeking assistant for a talent manager based in New York. 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 is a plus, as this desk is for a partner. Responsibilities include heavy phones, client interaction, scheduling, filling, etc. Email resume, cover letter and references with subject line "NY Assistant" to [don@authenticm.com](mailto:don@authenticm.com)

Jul 12 KFactor seeks an operations lead in the New York City office. The short form production startup runs the viral series Life on Film and Discovering Artists. Candidates should be organized, ambitious and capable of spearheading all operations and admin. Passion for media, music, and/or entertainment is a must. Salary commensurate with experience. Send resume to [jobs@ninebysixteen.com](mailto:jobs@ninebysixteen.com)

## Internship Positions

Jul 19 Charles Osowik, an independent literary manager, is looking for a Representation/Development intern for the Fall 2024 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](mailto:readerintern123@gmail.com)

Jul 19 Aperture Entertainment is a boutique management/production company currently seeking creative interns for the Fall Semester. Work remotely 2-3 days/week for 12+ weeks

starting September 2024. Tasks include script coverage, talent scouting, and role evaluation for clients. Gain course credit while being involved in high-profile projects and collaborate with a diverse range of Aperture's clients. This is an unpaid internship for credit. Email resumes and cover letters: [jobopps@aperture-ent.com](mailto:jobopps@aperture-ent.com)

Jul 19 Rosenfield Media Group (RMG PR) is seeking a Fall 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 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)

Jul 12 Shelter PR, a boutique bi-coastal publicity firm, is seeking an intern for their Fall semester program, which runs from mid/late August through early December in Los Angeles. Ideal candidates are positive, energetic, trustworthy, enthusiastic, driven, resourceful, detail-oriented, proactive, and have strong communication and multitasking skills. This internship is paid, and we ask that candidates can commit to 14 hours per week. Having their own vehicle is preferred. Please send resumes to [larissas@shelterpr.com](mailto:larissas@shelterpr.com)

Jul 12 Fall interns needed at Boutique Talent Agency representing talent for branding and 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 to two semesters are preferred. Internship is unpaid and for school credit only. Please submit a resume and cover letter to [celebritybrandingcareer@gmail.com](mailto:celebritybrandingcareer@gmail.com)

Jul 12 HappyNest is looking for fall interns who first and foremost love kid and family animation. Our interns are part of a growing creative development team who take notes in meetings with high-level showrunners, help with Keynote and/or Photoshop design projects, update and organize submissions and development grids, get on-the-job assistant training to prepare for future career endeavors and more. This is an unpaid internship with credit being required. Onsite in Studio City. Please submit resumes and cover letters by July 19 to [info@happynestentertainment.com](mailto:info@happynestentertainment.com)

Jul 12 Gloria Sanchez Productions is looking for an intern to join the team this fall. Responsibilities include but are not limited to script and book coverage, office management, phones and updating and managing grids. This is a paid, in-person internship. Coverage experience required. Please send resumes and cover letters to [glorainterns@gmail.com](mailto:glorainterns@gmail.com)

Jul 12 Roadside Attractions is looking for fall 2024 interns. Interns will be exposed to numerous aspects of independent film production and distribution. Specific duties will include script coverage, updating databases, compiling press breaks and completing ad hoc projects. This is a paid internship. Please submit a resume, cover letter and, if available, sample coverage to [jobs@roadsideattractions.com](mailto:jobs@roadsideattractions.com)