



Entertainment Jobs on TAPA

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Executive & Management Positions

Aug 29 Seeking Head of VIP relations to handle endorsements, campaigns, relationships with stylists. Lead on campaigns with celebrities and influencers. Manage client communications for 20 accounts. Develop creative strategies and secure top-tier media placements. Cultivate vital industry relationships. Host daily stylist appointments. Please email resume to Luigi Noto info@doraziopr.com

Assistant Level Position

Sep 13 Rothman Brecher Ehrich Livingston seeks an assistant for agents in the TV Lit department. Must have a year of relevant work experience. Duties include heavy calls, scheduling meetings, creating booking slips, tracking client payments and reading scripts. Team player, a good communicator, extremely personable, helpful and energetic. Full time, in-person, located in Beverly Hills office. Base hourly rate of \$20.00 + OT. Submit cover letter and résumé to careers@rbelagency.com

Sep 13 Role open for 2nd Assistant to the President of Marketing at Walt Disney Studios. Desk is extremely high level, high visibility and must operate with discretion. The Executive Assistant position provides executive support to the Chief Brand Officer and President, Studio & Disney+ Marketing (dual role). This position is enterprise wide and requires an understanding of all facets of the company to drive effective results and establish and maintain relationships within TWDC as Marketing function. The ideal candidate must be able to tactfully manage Chief Brand Officer/President's time where needed, prioritize and communicate with authority. Candidate will have excellent knowledge of the Studio landscape. Send email to wdsmpmarketing@gmail.com

Sep 13 As the Executive Office Assistant at Warner Bros Pictures Animation, you will be responsible for administrative support and resources to the Executive Team. This position will proactively take on any projects and coverage needed and be responsible for providing comprehensive support to the team to ensure smooth organizational and production needs are met for Warner Bros Pictures Animation. Looking for someone who will thrive in a fast-paced, dynamic environment while maintaining a high attention to detail. The ideal candidate will have experience in administrative support, a passion for working in a creative environment, be adaptable, and be a strong communicator. Please send your resume to easan.portman@wbd.com

Sep 13 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

Sep 13 Oxford Road, a leading independent audio advertising agency, is seeking an Executive Assistant & Office Manager to support the CEO and other senior leadership members. This role includes managing daily tasks for the CEO and ensuring smooth office operations. This role demands a proactive and organized individual who can thrive in a fast-paced environment while maintaining confidentiality and attention to detail. Works independently of the executive on routine administrative matters. Given complex calendaring and heavy travel planning, you are expected to be a masterful problem-solver. Must have exceptional communication skills and be resourceful in building relationships. 3+ years of experience in executive support, event planning, and office management preferred. Please apply at melissa@oxfordroad.com

Sep 13 MGMT. Entertainment, a management and production company with A-list clients is seeking a tenacious, extremely organized, highly motivated assistant to support a talent manager with both traditional and digital clients. Preferably one year of agency/management experience. Responsibilities include but are not limited to: rolling calls; heavy scheduling, coordinating auditions/meetings, pitching clients, reading scripts, organizing travel, coordinating brand deals, and acting as the liaison between clients and industry professionals. Position is hands-on, with room to grow in the company. Please email resumes to asstresumes@mgmt-entertainment.com

Sep 13 Seeking an experienced assistant to support two VP talent 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. Please send resumes to resume@untitledent.net

Sep 13 MGMT. Entertainment is seeking an Assistant with a year of agency/management desk experience to assist a talent/lit manager on a high-volume desk with A-list clients. Responsibilities include but are not limited to, rolling calls, reading scripts, heavy scheduling/calendar management, coordinating auditions/meetings, tracking submissions, organizing travel, and managing commission. Position is hands-on with opportunity for growth at the company. Please send resume and cover letter with subject line "FULL NAME / ET" to mgmtassistant106@gmail.com

Sep 13 Talent management company in Studio City is seeking an experienced full-time in office assistant. Minimum 1-year experience in a management company, talent agency or casting office required. Must multitask, be personable, organized, motivated. Excellent phone and communication skills, extremely detailed, driven. Excellent MAC usage, MS Office, IMDb Pro, Breakdown Services, Casting Network, Cast It, Eco Cast, In Entertainment. Email resume & cover letter to asst@rothmanandres.com

Aug 29 A client is looking for a great assistant who has a sense of urgency. You'll split your time working in the home, on the road and remote as needed. Schedule is Thursday-Monday, 8:30am-4:30pm, and two OT hours built in. We are looking for a flexible, entry-level assistant who is excited to prove themselves. Please love dogs, enjoy working on a team, have excellent communication skills and be great at pivoting and prioritizing. Salary is 75k + insurance and 401k. Please email your resume to naomi@thehelpcompany.com

Aug 29 Seeking an Assistant to a partner of the unscripted division at Range Media. Looking for someone passionate about unscripted TV that is driven and proactive. Email pweber@rangemp.com

Aug 29 Actor/Director-lead film and television production company is seeking a Development/Personal Assistant to support the principal and their executive team. Candidate must be proactive, detail-oriented, and able to multitask. Responsibilities include admin work (managing schedules, organizing grids, writing formal coverage, maintaining project documents) and some personal tasks. 1-2 years on an Agency/Studio/Management desk required. This position is LA based. Work is a hybrid of in-person and remote with a possibility for some travel. To apply, please contact developmentassistant48@gmail.com

Aug 29 Rotten Science is seeking an Executive Assistant to support our Los Angeles based production team. As an Assistant at Rotten Science, you will be directly involved with the slate of projects currently in production and development. The ideal candidate will need to have stellar organizational skills, thrive in a fast-paced environment, be great at multitasking, and have a love for all things comedy. The company currently utilizes a hybrid model so you'll be working from the office at least twice a week. Please send resumes and cover letters to assistant@rottenscience.com

Aug 29 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

Aug 29 A high-level management/production company that promotes from within is seeking an executive assistant to Partner. One year agency/management experience required. Duties include handling heavy phones, maintaining schedules & appointments, client submissions, booking travel, basic editing, and script coverage. The ideal candidate is proactive, intelligent, resourceful, honest, has a strong work ethic, and is invested in the team's success. This is NOT an entry-level position. Experience in Microsoft Suite, InEntertainment, Active Pitch preferred. Position starts immediately. Interested parties can email resume/cover letter to mainstayentertainment@gmail.com

Personal Assistant Positions

Sep 13 Seeking a highly-motivated, experienced House Manager/Personal Assistant for a high-profile attorney in Beverly Hills. The ideal candidate will have proven long-term experience managing households for notable clients. Responsibilities include home maintenance coordination, shopping, inventory management, pet care, managing other household staff, schedule management, event planning, and more. The ideal candidate is proactive, detail-oriented, and comfortable with a flexible schedule including evenings and weekends as needed. Salary range \$90 to \$120, depending on experience. This role offers the opportunity to work closely with a prominent legal professional, managing a dynamic household with efficiency and professionalism. Valid driver's license & reliable transportation required. To apply, contact kristen.anne.wedel@gmail.com

Sep 13 Seeking an experienced Executive/Personal Assistant for a dynamic entertainment tv talent/entrepreneur in Encino, CA. The ideal candidate will have at least 4- 5 years of relevant experience, and a proactive, highly organized approach to managing a fast-paced environment. Responsibilities include calendar management, coordinating travel and daily operations, assisting with event planning, and handling clerical duties. The role requires flexibility in hours, including potential evenings and weekends, with a salary range of \$80,000 to \$120,000 depending on experience. For the right person, this position offers the opportunity for growth (after a couple of years) and the chance to work closely with a prominent figure in the entertainment and entrepreneurial industries. MUST know Social Media and be extremely tech savvy. Fashion forward is a must. Contact Lori Briller lori@thegrapevinela.com

General Positions

Sep 13 Entertainment PR/Asst Jr Pub. Small boutique firm needs energy and some knowledge of the ropes. Great opportunity to grow and use passion for show business to make clients dreams come true. Mostly in office, Hollywood area. PR is a conversation. Please send resumes and cover letters to Andrew@ranwei.net

Sep 13 Coordinator for an independent Production Company and Financier with multiple features in development/production. Previous major agency or management company experience REQUIRED! We will not consider resumes without this experience. The job is a hybrid of administrative and creative and involves working closely with the executives to manage the slate as well as source and evaluate new material. Scheduling, phones, travel, etc. are a major aspect but you will also learn how to produce and finance a film from start to finish. Ability to multi-task, knowledge of the players in town, deep assistant relationships, and strong organization & memory skills a must! This job will mainly in-office and partly remote. Please send resumes, with the subject line, "Development/Production Coordinator Application," to thegoblin0427@gmail.com

Aug 29 Join a small but mighty creative team behind one of the most influential content creators and standup comedians, with a focus on healthcare and emergency room storytelling, producing content that's both engaging and culturally relevant. As a Creative Producer, you'll be an essential part of a small, agile team where your contributions will directly shape content across various platforms. You'll be hands on from concept to final upload, making strategic decisions that ensure every piece of content aligns with the brand's mission and captivates an audience. This role requires a scrappy, resourceful approach to content creation, where creativity meets efficiency. Applicants must have a passion for storytelling, video production, and healthcare, and thrive in a fast-paced environment. Please send your resume, portfolio, and a brief cover letter to tal@twartists.com

Aug 29 Seeking an Entertainment Coordinator to provide administrative support to the EVP, Creative Acquisitions and IP Management and serve as office liaison communicating with internal NBCU divisions as well as the external business and creative community. Must love books. Send resumes to carly.hicks@nbcuni.com

Aug 29 Seeking a full-time video editor to help create high-quality short form and long form videos for social media platforms. Content includes, but is not limited to, sketches, promo videos for his tour, stand up clips, recaps and more. The ideal candidate has a sense of humor/timing, has an understanding of social media trends/best practices, and can turn content around quickly. Email resumes to swright@levity.com

Non-LA Positions

Sep 13 MGMT. Entertainment is seeking a tenacious, extremely organized, highly motivated assistant to support a talent manager who represents multi-hyphenate talent. Preferably one year of agency/management company experience. Responsibilities include but are not limited to: rolling calls, heavy scheduling, providing coordinating auditions/meetings, sending materials, organizing travel, executing on branded campaigns, and acting as the liaison between clients and industry professionals. Position is hands-on, with room to grow in the company. Must be NYC based. Please email resumes, with the subject line "Full Name / NYC," to mgmtassistant106@gmail.com

Aug 29 Seeking a highly organized and detail-oriented Assistant to support a high-profile content creator with day-to-day tasks. Must be based in Atlanta. Responsibilities include booking travel, managing schedules, handling administrative work, and coordination. The ideal candidate is proactive, adaptable, and has strong communications skills. Must have a flexible schedule, means of transportation, knowledge of Google Suites and strong organizational skills. Please send resumes to maaassistant@unitedtalent.com

Aug 29 Seeking a highly organized and detail-oriented Assistant to support a high-profile content creator with day-to-day tasks. Must be based in Miami. Responsibilities include booking travel, managing schedules, handling administrative work, and coordination. The ideal candidate is proactive, adaptable, and has strong communications skills. Must have a flexible schedule, means of transportation, knowledge of Google Suites and strong organizational skills. Please send resumes to maaassistant@unitedtalent.com

Aug 29 Tim McGraw's Production Company DOWNHOME is seeking an Executive Assistant to join their team in Nashville. The ideal candidate will provide comprehensive administrative support to a top executive, manage complex schedules, conduct various research tasks, and coordinate entertainment-related activities with a proactive, service-oriented approach. This role is perfect for someone who thrives in a fast-paced environment, excels at taking detailed meeting minutes, and enjoys creating memorable Nashville experiences for out-of-town executives and guests. Resumes to resumes@downhome.com

Internship Positions

Sep 13 TMG Studios is seeking a highly motivated and creative individual to join our team as a Social Media Intern. This position offers an excellent opportunity to gain hands-on experience in social media marketing, content creation, and community engagement. You will collaborate with our marketing team to develop and execute social media strategies across various platforms to increase brand awareness and drive engagement. This is a paid internship position with flexible hours (30 - 35 hours per week). The duration of the internship will be three months with the possibility of extension based on performance and business needs. Email your resume to Brooke Shanny brooke@tmgstudios.tv

Aug 29 Gorilla Flicks is a boutique production company based in Los Angeles, CA, specializing in both television and film.

Position Overview: We are looking for enthusiastic, motivated and creative interns to join our team. This is an excellent opportunity to gain hands-on experience in the film and television industry.

Key Responsibilities:

- Conduct research to support the development of projects.
- Handle general administrative tasks like organizing files, answering calls, and office errands.
- Help organize and maintain project files.
- Assist with script coverage, providing detailed analysis and feedback on submitted scripts.
- Contribute to social media and marketing efforts to promote ongoing projects.
- Collaborate with fellow interns to create a final project that will be presented at the conclusion of your internship.

Qualifications:

- Currently enrolled in a relevant college/university program or recent graduate
- Passion for film and media production with a desire to learn about the industry.
- Strong organizational skills and attention to detail.
- Ability to work in a fast-paced environment and manage multiple tasks.
- Familiarity with production equipment and software (Adobe Creative Suite, Final Cut Pro, etc.) is a plus.
- Excellent communication skills, both written and verbal.
- Creative thinking and problem-solving abilities.

What You'll Gain:

- First-hand experience on the day-to-day operations of a production company.
- Practical experience in the production process from concept to completion.
- Networking opportunities with industry professionals.
- Insight into the inner workings of a boutique production company.

How to Apply: Please send your resume, a cover letter detailing your interest in the position to gfindership@gmail.com. Include "Gorilla Intern Application – [Your Name]" in the subject line.

Aug 29 Olive Bridge Entertainment is looking for Fall 2024 interns. Duties include reading scripts and books and providing coverage, working on pitches and decks, helping with cast lists and other office needs. The ideal candidate is diligent, enthusiastic and detail-oriented. This is an unpaid internship for college credit. Dates are flexible. Please send resume and cover letters to astanger@olivebridge.com and sgordon@olivebridge.com

Aug 29 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 at celebritybrandingcareer@gmail.com