



Entertainment Jobs on TAPA

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Executive Positions

Dec 6 Head of Film / TV / Theatre / Lit The Head of Film / TV / Theatre / Lit is a highly creative and entrepreneurial leader that will spearhead the development and production of engaging, culturally rich content across film, television, theatre, and literature. This is a unique opportunity to shape the future of entertainment and wellness, building a legacy through purpose-driven, and audience pleasing storytelling. We value innovative thinkers with a passion for diverse narratives and a proven ability to manage projects from concept to completion. While experience in multiple mediums is a plus, we prioritize individuals with a compelling vision, a strong entrepreneurial spirit, and a deep understanding of our target audiences. Please submit resumes before Dec. 17 to conganasjobs@gmail.com

Dec 6 Head of Music As the Head of Music, you will lead the creation of music projects that reflect Con Ganas' holistic approach, blending entertainment with personal growth and emotional connection. You'll work to develop and produce music that captures a wide audience and serves as a transformative experience, not only enhancing Con Ganas projects but also offering inspiration and introspection to audiences and artists alike.

Please submit resumes before Dec. 17 to conganasjobs@gmail.com

Dec 6 Head of Marketing / Branding The Head of Marketing / Branding will develop campaigns that promote Con Ganas not just as a company but as a movement that champions personal transformation, holistic growth, and culturally resonant storytelling. You will build brand loyalty through messaging that emphasizes empowerment, creativity, and connection, positioning Con Ganas as a leader in crowd pleasing, purpose-driven entertainment. Please submit resumes before Dec. 17 to conganasjobs@gmail.com

Dec 6 Head of Sports As the Head of Sports, you will create partnerships, projects, and experiences that integrate sports with personal development, bringing athletes' inspiring journeys to life. You'll oversee sports-centered content and events that encourage both physical and mental wellness, helping Con Ganas elevate the role of sports in fostering holistic growth, resilience, and passion. Please submit resumes before Dec. 17 to conganasjobs@gmail.com

Executive Assistant Positions

Dec 6 Entertainment Public Relations Agency seeking savvy PR assistant. MUST have AT LEAST 6 months experience in some aspect of Entertainment Internships acceptable if 6 months consecutive.

ENTRY LEVEL position salary with full health benefits after 3 months. HUGE room for growth. This a career move, not a job!!!

Duties include: Just about every aspect of working at a PR firm such as Communicate daily via extensive phone and emails; Draft, coordinate, maintain and update client bios, pitches and press kits.

Please send resume and cover letter to Prjob2025@gmail.com

Dec 6 **Covering Assistant** The Covering Assistant will provide administrative support across departments, ensuring smooth day-to-day operations and assisting with projects that combine entertainment with personal development. You will have a unique opportunity to learn from each department, experiencing first-hand how Con Ganas integrates storytelling, sports, music, and wellness into one transformative mission. Please submit resumes before Dec. 17 to conanasjobs@gmail.com

Dec 6 CURATE is seeking an executive assistant to two literary managers. Candidate must excel in a fast-paced environments and be capable of juggling multiple tasks on two high volume desks. Attention to detail and interpersonal skills – navigating client relationships, needs, and personalities – are a must along with handling administrative tasks (rolling calls, handling calendars, sending submissions, etc.). Seeking candidates who want to become managers, with potential path for growth within the company. At least one year of assistant experience at a major agency, management company, studio, or production company required. Please email resumes to info@thisiscurate.com

Dec 6 Public Road Productions is seeking an exceptionally organized and motivated Administrative Assistant to support a Grammy and Emmy-winning, Academy Award-nominated documentary Director/Producer and CEO. This is a unique opportunity for someone eager to immerse themselves in the documentary filmmaking process and assist with high-level film production tasks. Seeking availability to start now/ASAP. Please send resumes to assistant@publicroadproductions.com

Dec 6 TFC Management is hiring an assistant to a literary manager/partner. 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. Compensation and benefits are very

competitive. Located in Koreatown, TFC is a management and production company, representing creators, showrunners, actors, and producers. Please send resumes to tfc.assist.applications@gmail.com

Dec 6 Industry Entertainment is seeking a highly organized and detail-oriented Assistant to support talent managers. The Assistant is LA-based and will support multiple managers and their talent and literary clients working across the mediums of film, television, and theatre. The Assistant will be handling phones; sending appointments/auditions; handling schedules and travel; and submitting materials for casting submissions as well as open development/staffing. Candidates should send resumes to LETalentAsst@gmail.com

Dec 6 Luxury Agency is hiring a PR Showroom Assistant. Responsibilities include administrative support, social media management, content creation, reporting, research, and managing celebrity stylist pulls. This role offers excellent growth opportunities as we expand globally. Please email g@dorazioworld.com

Dec 6 Looking for an assistant to join Andrew Form's growing production company. The company specializes in genre films & has a first look deal at Sony. This person would work directly under exec Lawdie Pahlavan. Ideal candidate loves movies (most importantly!), has preexisting knowledge of the horror/thriller space (or is excited to learn more about it), is organized, personable, and proactive. Agency experience required. Day to day responsibilities include heavy script coverage, scheduling, admin tasks, with opportunities to engage in creative, too. Job is mostly in-person at the Sony lot. Looking for someone who can start ASAP. Please send all resumes to Maya Winkler, mayawinkler@gmail.com

Dec 6 Partner at Literary 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 including reading and discussing client's materials, strategy, submissions, invoicing for payments, confirming meetings, client relations and dealings with producers, network, and studio executives. Great opportunity to learn the business and this individual will be dealing with all facets of the business. Some agency or management experience is preferred. Please send cover letter and resume to info@culturecreativeentertainment.com

Dec 6 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

Dec 6 Executive Assistant for a talent management company based in Los Angeles. The position is full time and remote. The ideal candidate is detail oriented, organized, able to learn established organizational systems and interested in contributing. Their duties will include -- coordinating talent needs, self-tape appointments, downloading and sending self-tapes, pulling and editing clips, and coordinating schedules within the company. Knowledge of Breakdown Express and Spotlight are a plus. Please send resumes and optional cover letter to execassist826@gmail.com

Dec 6 Independent Artists Media is hiring an LA-based assistant for a manager representing comedians. If interested, please submit your resume to jack@independentartistsmedia.com

Dec 6 Leading law firm, Paul Weiss, seeks a detail-oriented Administrative Assistant to support high-level Partners in their Century City, CA location. This role combines sophisticated calendar management with comprehensive administrative support, including complex meeting coordination (onsite, virtual, and hybrid), travel arrangements, and expense management. The ideal candidate brings 3-5 years of executive assistant experience and thrives in a fast-paced legal environment. College degree preferred (Associate's/Bachelor's). Must be proactive, demonstrate exceptional judgment, and maintain strict confidentiality while managing multiple priorities. If interested contact mkleiman@paulweiss.com

Personal Assistant Positions

Dec 6 Experienced Executive/Personal Assistant needed for entertainment talent/entrepreneur in Sherman Oaks, CA. Ideal candidate has 4–7 years' relevant experience, is proactive, organized, and thrives in a fast-paced environment. Duties include calendar management, travel coordination, event planning, and clerical tasks. Flexibility for evenings and weekends required. Salary \$90K–140K DOE. Great opportunity to build a long-term relationship with top-tier talent. Email resumes to lori@thegrapevinela.com

General Positions

Dec 6 LA-based production company Putnam Pictures (founded by former Sundance Institute CEO Keri Putnam) is seeking a Development Coordinator to help with administrative and creative duties for two executives. In this role, you will manage interns as applicable, organize submissions, draft correspondence, make decks for pitches, track available material and talent, and participate in weekend read meetings. This is a remote position with occasional in-person meetings in LA. Ideal candidate is a creative individual, self-motivated, detail-oriented, a great communicator, and able to manage a high-volume desk. This is a small company with the potential to be involved in all projects. Looking for someone with at least a

year of experience at an agency or management company. Please send resumes to cassie@putnampictures.com

Dec 6 Wattpad WEBTOON is looking for a Live-Action Film Development Coordinator. The role would also be assisting the Head of Global Film along with coordinator responsibilities. This job is hybrid (2-days in office in LA). Please reach out for more details and send all resumes to me lgassistant@unitedtalent.com

Dec 6 A high level talent in Atlanta, GA is seeking a talented Podcast Producer to join our team. The ideal candidate will have audio engineering experience, a passion for storytelling, a keen ear for audio quality, and strong organizational skills. You will be responsible for overseeing the production process of our podcasts from concept to completion, ensuring that each episode meets our standards for creativity and professionalism. Please email resume to Podcastjobatlanta2024@gmail.com

Positions Outside of Los Angeles

Dec 6 A high level talent in Atlanta, GA is seeking a talented Podcast Producer to join our team. The ideal candidate will have audio engineering experience, a passion for storytelling, a keen ear for audio quality, and strong organizational skills. You will be responsible for overseeing the production process of our podcasts from concept to completion, ensuring that each episode meets our standards for creativity and professionalism. Please send resumes to podcastjobatlanta2024@gmail.com

Dec 6 Dynamic Personal Assistant needed for NYC-based musician. Salary \$85K–100K plus benefits. Duties include coordinating schedules, arranging travel, managing personal errands, and overseeing household operations. Must be highly organized, proactive, and able to handle multiple tasks with discretion. Prior entertainment experience preferred. Valid driver's license and ability to travel required. Email resumes to lori@thegrapevinela.com

Dec 6 SMUGGLER Entertainment is hiring a Miami-based Department Coordinator responsible for overseeing the development pipeline. Will report to VP of Content Development and Senior Director of Brand Strategy. Start date is 01/06/2025. SALARY RANGE: \$60,000 to \$70,000 per year. Must be fluent in Spanish, and located in the greater Miami area/be willing to relocate. If interested, please submit your resume and a cover letter to jobs@smugglerentertainment.com

Internships

Dec 6 Talking Pictures has openings for Development Interns to begin in January. Duties include script and book coverage and analysis, research, creating and maintaining grids, and various administrative tasks. Ideal candidates are resourceful, great at research, organized, and excited to learn about film development and production. Looking for a highly motivated self-starter who is comfortable voicing their honest creative feedback and has confidence in their own creative opinion. Must have demonstrable writing skills and excellent knowledge of script and story structure, along with an appreciation for both commercial films of all genres. Position is unpaid, so candidates must be enrolled in school for academic credit. If interested, please email cover letter and resume with subject line, "Name // Intern Application" to talkingpicsinternapps@gmail.com.

COMPANY DESCRIPTION: Talking Pictures is a full-service content studio led by an industry veteran. Our slate is comprised of "micro-budget" movies, low-budget films, and medium- to higher-budget package films (utilizing our high-level talent relationships to package projects for theatrical studio or streamer financing). The company's slate is largely feature-film projects, however we'd seek to create franchise and universes which could be spun-off into TV series and/or other formats. We will also package and attach to television projects for selective opportunities.

Dec 6 Looking for interns to start immediately (or as soon as you can), working 2 days/week IN-PERSON at our office in Century City. This is a 3 month-long commitment

As this is a comprehensive internship program, applicants must be very dependable, detail oriented and have excellent communication skills. We are seeking a fast learner who really wants to learn what it takes to be a talent manager and/or work in the business of entertainment. Basic computer skills required; must be comfortable working on Mac computers.

As this is a boutique firm, you'll wear many hats and learn much from successful entertainment professionals. You'll also learn everything that goes into building a successful acting career. Many clients are series regulars and/or leads in feature length films from companies like Disney, Amazon, Netflix, Hulu, Apple TV, etc.. You will get a window into the life of successful actors and the team behind them who make their career possible. Great for aspiring actors, agents, producers, casting directors, and of course, talent managers.

Send resumes to theesinetwork@gmail.com.

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Dec 6 Aperture Entertainment is a boutique management/production company currently seeking creative development interns for the Spring Semester. Work remotely 2-3 days/week for 12+ weeks starting January 2025. Tasks include script coverage, talent scouting, and role evaluation for clients. Gain course credit while being involved in high-profile projects (HANNIBAL@Netflix w/Denzel Washington & Antoine Fuqua and Grady Hendrix's FINAL GIRL SUPPORT GROUP @HBO w/ Charlize Theron & Andy Muschietti) and collaborate with a diverse range of Aperture's clients, including writers, directors, and actors. Ideal for ambitious students passionate about Film/TV. This is an unpaid, remote internship for school credit. Please email resumes & cover letters to jobopps@aperture-ent.com

Dec 6 Horseless Cowboy is seeking interns. At the intersection of technology and entertainment, HC's team has overseen the casting and production of English dubbing and videogame performances including Fallout 4, Life is Strange and Destiny. HC also consults with VR and new media companies on how to integrate dramatic performances in their projects. Interns can gain experience in casting, writing, voice-over production, performance capture. Unpaid. Send cover letter and resume to horselesscowboypm@gmail.com