

UNITED TALENT AGENCY

Entertainment Job List

(As of 7/17/15)

NOTE: Unless specific permission is given within the listing, **DO NOT CALL** about positions or to follow up.

Please do **NOT** post this list anywhere online without express prior written permission.

EXECUTIVE & MANAGEMENT POSITIONS

Seeking Producer/EP for financed family action adventure film to join the team to help formulate financing/sales/distribution strategy and facilitate meaningful cast attachments. Looking for experienced passionate individual with great relationships with equity investors, foreign sales companies, studio/indie acquisitions executives and key talent agencies. Upfront fee and backend participation available for the right candidate. Please send resume outlining credits and experience in this arena to: stanmonahan@me.com 7/10

Established Beverly Hills talent agency is seeking an experienced Voice Over agent. Applicant must be a team player, be highly motivated, and have existing relationships with casting. Minimum of one year experience working as a voice over agent. Salary based on experience. Health benefits included. Email resumes to Danielle@prestigeta.com. All applications will be kept confidential. 7/7

ASSISTANT LEVEL

Leading talent agency, United Talent Agency, has an opening for an Executive Assistant for an attorney in our Television Business Affairs department. This is a unique opportunity for someone wishing to learn about television deal-making. The main responsibilities for the position include: drafting and reviewing business affairs correspondence, covering phones, maintaining legal files and databases, researching guild issues, preparing deal summaries and scheduling meetings and calls. The ideal candidate should have 1 - 3 years of experience in the entertainment or legal field. Must be proficient in MS Word and MS Excel. Proficiency in MS Access Program helpful. Additional Qualifications include: JD degree and admission to CA state bar, a positive attitude and the ability to multi-task and work as an integral member of a dynamic work environment. Please send resumes to HR@unitedtalent.com.

Beverly Hills Management Company seeks Assistant to Talent Manager who represents stand-up comedians, actors, writers, and directors. Assistant will manage extremely busy desk and must be extremely well organized with attention to detail. Assistant must have experience at mainstream management firm or agency and be highly motivated for long-term commitment in management of comedic talent. In cover letter, please list your favorite non-household name stand-up comedians, comedy talent, and TV shows/movies. Please send resume/cover letter to hr@3arts.com 7/17

Silver Lining Entertainment, a full service talent management and production company, is seeking an assistant to one of the partners. This position requires an elevated degree of multi-tasking, a sharp focus for details and the ability to work in a dynamic, fast-paced, client-driven environment. Literary, creative marketing and strategic thinking are also characteristics that go into this position. We are looking for someone with a very strong work ethic, a desire to assume a leadership role and someone interested in growth within the company. Please send resume and cover letter to kingsrud@silverliningentertainment.com 7/17

Successful entertainment management and production company seeks talented and ambitious administrative assistant / trainee for immediate hire. Applicant should have typical assistant skills- answering phones, drafting letters, scheduling appointments- as well as great interpersonal skills. Must know Outlook, Word, and Excel. Superb reading and writing skills are essential- position will require reading and summarizing TV and feature scripts. Must have familiarity with new technology and social media platforms for research and company/client promotion. Direct cover letters and resumes to RMGapp16@gmail.com 7/17

Beverly Hills Talent Agency looking for an energetic, motivated Assistant to support a high volume Senior Agent in our TV Department. Minimum 1 year agency assistant experience required. Daily duties include: script coverage, heavy phones, rolling calls, tracking client appointments, making submissions, heavy scheduling etc. Candidates must be extremely detailed, computer literate, work well under pressure, and possess a high level of initiative. The ideal candidate is resourceful, articulate, intelligent and looking to become an agent. Excellent opportunity for growth. Email resume and cover letter to bh.talentagency@gmail.com 7/17

The Gersh Agency seeks multitasking superstar for Assistant to the CFO/COO. Responsibilities include preparing financial reports, coordinating operations projects, managing phone lines, scheduling, dealing with company executives and agents, coordinating bi-coastal projects, and expense report processing. Basic knowledge of finance and interest in career accounting, finance, and/or operations are required. Highly proficient Excel capabilities and Bachelor's Degree required. This an excellent opportunity for growth within the Accounting Department. Those who do not meet requirements need not apply. Please send resumes to HR@Gershla.com 7/17

Principato-Young Entertainment is seeking an experienced Lit assistant with at least one year of solid desk training to support one of our senior managers. This is a great opportunity to pursue a career in the entertainment industry. We require a strong degree of multi-tasking, a sharp focus for details, and the ability to work in a dynamic, fast-paced, client-driven environment. Must be articulate, with excellent communication skills. The usual administrative skill sets are required. We offer a competitive industry hourly rate with a generous benefits package. Please send resumes to rgardner@pyent.com 7/17

The Shuman Company, a literary management/production company, is looking for an assistant to the President of the company. Candidates must be extremely organized, self-starters who have an interest in a career in television. Email resumes to: assistant2@shumanco.com 7/17

Executive Assistant, EVP & Head of Unscripted at Endemol Shine North America. This position is responsible for managing heavy phones, rolling calls, setting appointments and meetings, updating calendars, booking travel for EVP as well as coordinating alongside the creative team as needed. Minimum of 1-2 years of administrative experience in the entertainment industry. Will also support the SVP of Programming. Must have an interest in current programming (and will have a hand in development), professional phone manner, and familiarity with industry players. Please email careers@endemolshine.us for instructions to apply. 7/17

Looking to fill the assistant position to support two executives in our scripted department. Ideal candidate will have a minimum of 2 years of experience (Agency, Network, Studio, Production Company). The role will manage and run a busy (and fun) office efficiently managing all calls, scheduling and travel. This role will interface with external partners so knowledge of the landscape of agents, producers, and network executives are a must. Must have a passion for scripted development. Knowledge of international TV a plus. Please submit resumes to: bbcwpscripted@gmail.com Subject line: BBC Asst position 7/17

Shed Media US seeks an Executive Assistant III to support our General Manager and SVP, Development administratively. This position will also support our VP, Development in coordinating calendar as well as calls. Shed is in our Unscripted area and we are looking for someone who loves TV and creative development overall. It would have to be someone who is capable and has had experience in handling a very busy desk, can take on a fast-paced environment and has had been at an Agency, Network or Studio. We are looking for a strong communicator, detail and organized person as well as having great follow up. Please apply directly at careers@warnerbros.com and put EAIII in the subject title. 7/17

Established production company seeks an assistant to the President of World Wide Brand. Candidates must have at least 2 years of experience, strong organizational skills, and exceptional follow-through. A genuine interest in marketing communications and brand relations is a must. Duties include: phones, managing the calendar, filing and office upkeep. Light personal, with the occasional special project. This is an excellent opportunity for someone interested in learning what it takes to create and manage a successful, globally recognized brand. Please send resume and cover letter to execassistant500@gmail.com 7/17

Boutique management agency is seeking a full time assistant to join our team. Responsibilities include supporting four managers at our West Hollywood office, phones, appointment scheduling, client support, and general assistant duties. Must be able to think outside the box and have good problem solving skills. There is a lot of room to learn all aspects of talent management for the right person. Only apply if you have agency or management experience. Email resumes to: mngassistant@gmail.com 7/17

A Talent Manager at a bi-coastal talent management firm, seeks a seasoned assistant for our office in Los Angeles. Ideal candidates must have experience (at a minimum: 6 months-1 year), superior academic credentials and a degree from a four year university. Experience must include time at a talent agency or management company. Internship does not count. Applicants must be self-motivated, highly organized, hard-working, detail-oriented and able to multi-task in a fast-paced environment. The more computer and tech knowledge, the better. Great opportunity to further ones career in within the entertainment industry with an established manager with amazing clients. We would love to continue to grow the company from within over time. Competitive pay and benefits. Must have thick skin and a strong desire to succeed. Email cover letter and resume to: talent.manager.asst302@gmail.com 7/17

Highly-motivated Assistant needed for Producer who is currently in post on one major studio film and one mini-studio film, with 10-15 projects in active development internally and/or with various studios and financiers. Responsibilities include handling all internal administrative and organizational aspects of office, including files, scheduling, phones, incoming scripts and office and data information management. A major element of the position includes project coordination and working side-by-side with Producer in all aspects of script development and motion picture production. Must be proficient in Mac, Microsoft Office, Final Draft, FileMaker Pro, etc. Some basic tech ability (OS X Server) a plus. Individual must be honest, reliable, have good communication skills, and be extremely detail/systems-oriented. Previous agency/management or assistant experience mandatory. Entry-level salary with basic health plan; and bonus/incentive structure. Please send resumes and cover letters to y-asst@liveheart-vne.com 7/17

Storied Media Group is a management and production company with offices in LA and New York City that specializes in the packaging and selling of intellectual property. We are looking for a bright and creative self-starter to assist the company's two partners in their Century City office. Candidate must be highly organized and work well under pressure and have an interest in film and TV development. Previous desk experience at an agency, management company, production company, or studio is a must. The ideal person will be hungry to be involved in every aspect of the company and eager to contribute. This is a truly unique position with tremendous potential for growth. We are in production on our first scripted pilot for Amazon and our first unscripted series for Travel Channel and in postproduction on our first documentary and our first feature film. If you are interested, please send your resume and cover letter to SMGasst2015@gmail.com. 7/17

Assistant Producer sought for President of Production at boutique features + short form production company on East side of LA. Production experience preferred but not necessary. You must be highly capable, sharp, ambitious, and love movies. If you excel at this position, you will be a producer within a couple years. This is not an office-heavy job but includes some typical assistant duties including script coverage. Please send resume and letter detailing how you rock to: rockstarassistantproducer@gmail.com. 7/17

A position as an assistant to talent agents at a prestigious boutique talent agency. The assistant will oversee all administrative aspects of the agents' offices, manage a heavy volume of calls coordinate auditions and serve as a liaison between clients and other industry professionals. Looking for a self-motivated individual with a strong work ethic. Excellent interpersonal and communication skills are a must as well as resourcefulness and strong attention to detail. Candidate should be able to multi-task and work well under pressure in a fast-paced environment. We want someone who is personable, outgoing, friendly, patient and meticulous with strong follow through skills. Computer skills are essential. Prior industry experience preferred. Standard industry hours and wages. Candidate is ideally able to start by no later than 7/27/15. Send all resumes to kirbybra@gmail.com 7/17

Management 360 is seeking an assistant for one of our talent partners. Ideal candidates have an excellent educational background with a degree from a four year university. One year desk experience at a talent agency or management company as a paid assistant is a non-negotiable requirement. Incredible opportunity for the right candidate. Must be thick skinned, dedicated, a self-starter and have a strong desire to be a talent manager. Last two assistants were promoted to manager positions. If you do not meet all these qualifications, please do not apply. Send resumes to jobs@management360.com as an attached pdf or word file with "talent Assistant" in the subject line. 7/14

Do you like going to comedy shows? Is your career goal to book tours/shows for comedians? ICM Partners®, a major talent and literary agency, is seeking an exceptional and highly motivated Assistant for a Comedy touring/booking agent. Successful candidates will be highly motivated, thick skinned and extremely detail oriented, with superior organizational and communication skills. One year of experience preferred. This position requires the ability to shift priorities quickly in response to changing circumstances, remaining flexible, calm and focused while multi-tasking at a very fast pace. A BA/BS degree is required. Resumes to careersla@icmpartners.com 7/14

Well known LA based talent management company, is seeking a full-time assistant/office manager. Ideal candidates should have at least one year desk experience at an agency/management company, and be interested in a career in representation. The position will support the four managers at the company, which may sound daunting but it's really not. We collaborate and work together on everything, and truly operate as a team. We're a small but fun office so a sense of humor is a must! Typical duties include but are not limited to: heavy phones, script reading/coverage, sending out client appointments, keeping records updated, and other general office/clerical duties. Competitive pay offered, along with the possibility for upward mobility for the right person. Please email resumes and cover letters to: asst@mckeonmyones.com 7/14

Busy talent management company seeks assistant. Need a motivated, industrious self-starter. Adept at communication, organization, multitasking, prioritizing, and keen eye for detail. Heavy email & rolling calls, scheduling, maintaining multiple calendars, administrative duties, and more. Interest in talent management a plus. Office vibe is laidback and fun, but also dynamic and busy. Strong academic credentials and sense of humor a plus. Competitive salary, benefits. Please submit cover letter, references, and resume to amgmtcoassist@gmail.com. 7/14

Executive Producer and Literary Manager with multiple shows in production is looking for an experienced assistant. Candidate must be a fast, smart, self-starter. Agency or production experience preferred. Job includes very minimal personal tasks. Please send resumes to ninedigits90@gmail.com. 7/14

Beverly Hills-based Mortar Media is looking for a new assistant to support the team at our management/production company that focuses on non-scripted television development, talent branding and management. We are looking for a candidate that is interested in working with media personalities as well as television development and branding. Agency experience is a major plus. Creative writing and graphic design skills are a big bonus. This is a high volume desk at an exciting new company and you must be resourceful, organized and able to multi-task. There is a major opportunity for promotion for the right person that is passionate about working with interesting talent and developing/producing non-scripted television and digital content. Send resumes to mortarasst@gmail.com with the subject line "RE: Assistant Position". 7/14

Very busy Boutique Talent Agency seeking Assistant to CEO/Head of Adult Commercial Division. Prior agency experience required. Major growth potential for the right candidate. Expected to be adept in assistant duties and motivated to become an Agent. Must be a self-starter, extremely detail oriented, possess strong communication skills and have the ability to multi-task. Email resume to Rachel at asst@reignagency.com 7/14

A well known talent/literary management company is looking for an exceptional and dedicated assistant. Ideal candidates should have at least one year desk experience, desire to work with talent, and eagerness to learn. Candidates must be extremely detailed, computer literate, organized and possess a high level of initiative. Please send resumes and references to kimc@industryentertainment.com 7/10

New Line Productions Inc. seeks an Executive Assistance to the President of New Line Cinema. The position provides administrative support to division President & COO. Responsibilities include maintaining calendar, managing travel, draft and execute memos and other correspondence, greet and interact with executives, filmmakers, talent, agents, and with various divisions within Warner Bros. Entertainment. Ensures required materials are prepared ahead of meetings. As needed, provides backup to the second assistant including: updating and maintaining the master binder, handling incoming and outgoing phone calls, updating contacts, expense reporting. College degree is preferred. Knowledge of MS Outlook required and must be comfortable with Mac OS X and Apple iOS. 5+ years experience providing administrative support to high-level executive. Previous entertainment industry assistant experience (studio, talent agency and/or production company) required. To apply, please send resume PDF to careers@warnerbros.com with subject line "New Line EA IV". 7/10

Talent-driven TV production company with a deal at Warner Bros. is looking for an assistant. The successful candidate will be an organized, detail-oriented multitasker, possessing excellent verbal and written communication skills. Administrative duties include: office management, phones, scheduling and writing coverage. This is an excellent opportunity to work in a creative environment. Must have at least 1 year of experience assisting an executive in the entertainment industry; agency and/or TV experience is a bonus. Please send resume and cover letter to: dswbasst1@gmail.com 7/10

Assistant needed for cable network GM and the EVP/Head of Programming. Must love unscripted television. Looking for a self-starter who is organized, has strong administrative skills (phones, schedule, expense reports, travel, etc.), and knowledge of PowerPoint and other graphics programs. Familiarity with agencies, agents, and reality production companies highly desirable. Salary plus benefits, office is in Hollywood. Please email cover letter and resume to: cablenetassist@gmail.com. 7/10

Production seeks a detail-oriented, self-starter. Must have experience providing administrative support to a senior-level executive, technical knowledge of post-production and desire to develop in feature film post-production. Cultivate relationships with key creative executives, post-production supervisors, editors, assistant editors, sound mixers and vendors both inside and outside the production. Fast paced job demands that you are flexible and able to adapt to changing circumstances. Email: Filmpostjobs@gmail.com 7/10

The Kohner Agency (television/film) in Beverly Hills, has an immediate opening for a skilled and highly motivated individual seeking an Assistant position. Administrative responsibilities included draft letters, schedule appointments, manage rolling calls, maintain call sheets and databases, as well as client support. To be considered, candidates must have excellent verbal and written communication skills, be detail-oriented, organized and able to manage shifting priorities in a fast paced environment. Meeting deadlines is crucial to success in this position. Proficiency in Microsoft Office, PC and Mac a must. Being well versed in the industry is a plus. The position requires a Bachelor's degree from an accredited college or University. Candidates must have 1+ years of administrative experience at a talent, casting or Management Company. Please email resume and cover letter to hr@paulkohner.com. No phone calls please. 7/10

Boutique talent agency seeks Jr Agent/Asst. Min 2-3 years of agency/mgmt experience required. Must be proficient in Breakdown Services & have existing relationships w/ casting & managers. Ideal candidate is looking to establish themselves as an agent. Must be able to work independently, thrive in a small fast-paced environment, have a passion for TV & Film, & possess an excellent work ethic. Resumes/CV/Letters of Rec to: jragentcandidates@gmail.com 7/10

Ant Farm, a leading entertainment advertising company is seeking an energetic Production Coordinator. We are searching for a fast learner with 1+ year experience in advertising, post-production, experiential marketing, game marketing and technology. University degree, heavy computer work, very Mac savvy, strong skills in Excel, Word and Entourage/Outlook. Knowledge of the post production process, Photoshop, Illustrator and tape formats preferred. Must be a team player with exceptional people skills to deal with demanding clients. Must be able to work very long hours under pressure. This is a long-term freelance position, which may become a full time staff position with benefits for the right candidate. Love of video games is not required, but a plus. Send cover letter, resume and salary history: jobs@antfarm.net Please include in email subject line: Job Code: PC-UTA 7/10

International Television Production Company looking for an organized, energetic assistant / office manager. You will be managing the office as well as assisting a busy Executive Producer. Standard office assistant duties (phone, calendar, meeting, expenses, etc.) plus some personal assistant duties. You must have office experience with great phone demeanor. You must have a reliable car and an expert knowledge of google maps and circumventing LA traffic. We are looking for someone who really wants to work in development and really get an inside look at producing a show made from concept through production. Please send cover letter and resume to: tvdeassist@gmail.com 7/10

Assistant position for high-level manager. Must have at least 1-2 years of prior management or agency experience as an assistant. Duties include rolling calls, managing calendar, coordinating meetings and travel, updating grid, correspondence, etc. Must be proficient with Mac software. Experience with Final Cut Pro, Photoshop, and InEntertainment software a huge plus. Position starts TBD with interviews to start immediately. Please e-mail resumes with cover letter to assistantjobopl@gmail.com 7/10

Kapital Entertainment is seeking an executive assistant. The ideal candidate must be motivated, detail oriented, have excellent communication skills, thick skinned, strong multi tasking skills, and be resourceful. Position responsibilities include heavy driving (the candidate must be familiar with LA), managing phone sheets, scheduling, log/track submissions, and writing coverage. Must have at least one year of assistant experience at an agency, management or production company. Please submit cover letter and resume to ccikowski@kapital-ent.com 7/7

The Gersh Agency is seeking applicants for its Mailroom Trainee positions. Trainees typically begin in the mailroom before progressing into the role of a Floater or Assistant in a particular department. Trainees benefit from both direct experience and dedicated training that prepares them for a variety of entertainment careers or for possible advancement to Agent at Gersh. Responsibilities include script coverage, heavy phones, submissions, rolling calls, and providing administrative support when needed. Must be extremely detailed, organized and possess a high level of initiative. Highly proficient in computer skills including Microsoft Office, Word and Excel. Applicants should possess an undergraduate degree from a four-year college; Those looking to become an agent preferred. Gersh is a full service agency with offices in Beverly Hills and New York. Gersh maintains a focus on fostering the careers of its trainees and young agents. Please send resumes to: HR@GershLA.com 7/7

Fast-growing film production company specializing in feature documentaries and commercials seeks eager and adaptive Production Coordinator /Executive Assistant. Must be organized, hardworking and creative with the ability to think outside the box. Familiarity with film production/equipment and/or bookkeeping/budgeting is a plus. Email jobs@deliriofilms.com with Production Coordinator/ Executive Assistant in subject line. 7/7

We are a Leading Talent Management company who is looking for a new assistant that is excited about actors. The ideal candidate has prior experience with a Management Company and/or Agency who is looking for a career in representation. This position is working for 2 talent managers representing a combined total of over 50 clients. This busy desk requires an experienced self-starter who is forward thinking and familiar with how the talent world operates. Typical duties assigned to this desk include but are not limited to; submitting talent for auditions, booking appointments, rolling calls, e-mails, managing calendars, booking travel, creating itineraries, finance tracking, some client PR & more. Experience with Breakdown Express and InEntertainment is beneficial. If you have prior experience at a talent agency or management company, we would like to meet with you. Please submit your resume (no covering letter required) to AsstJob@ThruLineLA.com. 7/7

Beverly Hills Talent Agency seeks full-time assistant. Minimum one year agency or management experience required. Seeking motivated, extremely detail oriented candidates with excellent communication and organization skills that thrive in a fast paced environment. Must have a desire to learn the business of talent representation and be self-starting. Proficiency in InEntertainment a plus. Email resume and cover letter to danielle@prestigeta.com. 7/7

Talent agency seeks assistant. Position is for busy desk so previous assistant experience required. Tasks include typical assistant duties: scheduling appointments, rolling calls, etc. Looking for a candidate with the ability to problem solve, think ahead and handle stressful situations calmly. Specify if you have InEntertainment experience. Email resume, cover letter and any references to entertainmentapplicants5@gmail.com. 7/7

Boutique talent management company looking for immediate, full-time assistant to manager. Ideal candidate would be interested in representation of film/tv actors and would have superior communication skills/phone manners, excellent writing skills; and be well-organized and detail-oriented. Responsibilities include phones, correspondence, scheduling, client appointments, script coverage, and project tracking. Previous desk experience is preferred, as this is a fast-paced work environment. Must be Mac, MS Office & Internet proficient. This is an opportunity to learn from a top level executive with over 25 years of entertainment industry experience. Email resume, cover letter and references ASAP to jsecompany2@gmail.com 7/7

PERSONAL ASSISTANT POSITIONS

Top film and tv production company with a deal at Fox looking for both a personal and executive assistant for an A-list director. Candidates must be motivated, hard-working, responsible, resourceful, and an exceptional multi-tasker. A great attitude is a must. The ideal candidates must always be three-steps ahead, ready for extensive travel, and never see any task as too big or too small. Duties will include, but are not limited to, scheduling meetings, planning personal events, handling all aspects of travel, and other common tasks associated with being a personal and/or executive assistant. Both a bachelor's degree and valid passport are required. Email cover letter and resume to alistdirector@gmail.com 7/14

Busy TV Personality / Branded Entrepreneur seeks smart, organized, experienced personal assistant to manage 2 homes, keep schedule, and run personal day to day errands. Must be available on short notice, able to travel, keen on detail. Must love dogs, must handle fast pace, proficient with Apple products. Must be exceptionally familiar with Los Angeles and street directions. No egos, no attitudes. E mail resume and cover letters to martha@shelterpeople.com 7/14

Top TV Director/Showrunner needs a new assistant. Must have aspirations to be a writer or director and have appropriate experience. Some travel required. Please submit resumes to tvdirectorshowrunnerasst@gmail.com. 7/7

Established actress with several upcoming projects, looking for a personal assistant. Must be bilingual in English and Spanish. Prior assistant experience recommended. Knowledge of Spanish television a plus. Must be professional, discrete, extremely detail-oriented and forward-thinking. Must be flexible, able to juggle tasks and constantly changing priorities. Will be exposed to several facets of the entertainment industry. Responsibilities include managing business and personal calendar, arranging travel, acting as a daily liaison between actress and her management team and other business associates, entertaining and taking care of personal errands. Must have reliable transportation and a laptop. This is a full-time, salaried position. Please send cover letters, resume to kdcpersonalassistantjob@gmail.com 7/7

ENTERTAINMENT PR & MARKETING (MOST POSITIONS INCLUDING INTERNSHIPS)

Red 14 Films is looking for a few social media and PR interns. We're a niche production company specializing in cinematic book trailers. Our partners include Penguin Books, Macmillan, Hachette, and we've worked with actors such as Eric Roberts, James Duval, and more. The ideal candidates have a strong interest in film, literature, and new media. Duties will include social media management, creative content, blogging, and more! Contact: info@red14films.com 7/17

Executive Assistant / Project Coordinator wanted for boutique Public Relations and marketing firm specializing in film, TV and videogame music. Our clients have won Oscars, Emmys, Grammys, Tonys, Golden Globes and more. Ideal candidate must have strong organizational and administrative skills, ability to multi-task, able to coordinate events, interviews, schedules, etc. Responsibilities include: administrative support, scheduling business and personal calendar, invoices and expenses, updating social media, coordinating media interviews and communicating directly with studio executives, agents, clients and media. Past experience at a public relations firm, agency or management company preferred. Public Relations, Journalism, Marketing or English degree required. Microsoft Office: Word, Outlook and Excel a must. Knowledge of any of the following a plus: ACT!, Cision, and/or Quickbooks. Office is on Sunset Blvd, in West Hollywood. Please email resumes to admin@costacomm.com 7/14

Viewpoint, an entertainment public relations agency specializing in talent publicity, is currently accepting resumes for an assistant to a senior-level publicist & partner, representing an A-list client roster. We are seeking a highly motivated candidate that has exceptional communication and writing skills, ability to multi-task, and capacity to think on his/her feet in this fast-paced office. Some responsibilities include: managing schedules for clients and publicist, answering phones, coordinating all travel, hair, and make-up, maintaining press kits, servicing clients with publicity breaks, and writing extensive itineraries. Candidates must be willing to work nights and weekends if necessary. Ideal candidate has a minimum of 1 year experience in Public Relations. Please submit your cover letter and resume to: Tracy.Reiss@viewpointla.com 7/10

Busy Entertainment PR Firm seeks organized, self-starter with excellent communication skills for an Executive Assistant position. You will be working for two high level PR executives. Duties include answering their phones, filing, servicing clips, arranging client travel, keeping a detailed calendar and other administrative duties. Our PR firm is a team effort environment. A Bachelor's degree, strong social media skills and prior industry experience are a must. Please send email with resume, cover letter and references to pr4assistant@aol.com 7/10

Busy Entertainment PR Firm seeks organized, self-starter with excellent communication skills for a receptionist/assistant position. This is an entry level position with room for growth. Duties include answering phones, filing, faxing, clippings, and keeping inventory of office supplies. You will also have administrative duties working with some of our publicity executives. Bachelor's degree and strong social media skills are a must. Prior industry experience a plus. Please send email with resume, cover letter and references to pr4assistant@aol.com 7/10

The Publicity and Corporate Communications team at Fox is looking for an executive assistant to support the EVP. This candidate should have strong writing skills and prior desk administrative experience and a basic understanding of the entertainment industry. Furthermore, this person will be extremely organized, able to handle a broad range of activities in a high-pressure environment and will be comfortable dealing directly with executives in other departments, divisions and organizations. Some of the responsibilities will include: Preparing and circulating daily clips each day to executives and company, daily administrative support including phone coverage, calendaring, expenses, handling and updating company Twitter, and coordinating high-level media interviews with chairmen and other studio execs. Qualified candidates should send resumes to: Courtney.collier@fox.com 7/7

BWR Public Relations is looking for a hardworking and ambitious individual to assist the VP of Talent. A professional demeanor, discretion, resourcefulness and organization are a must. Must exhibit good judgment and diplomacy, be hardworking and efficient, self-motivated and able to work independently as well as with a team, have composure in a high stress environment and strong problem solving skills. One year desk experience at public relations firm, agency or management company required. Please send resumes to: bwrtalentassistantla@gmail.com 7/7

The Television Department at B|W|R Public Relations is seeking a social media savvy intern with a strong interest in Entertainment PR. Applicants must be highly motivated, have a sharp focus for details, and be able to work in a fast paced environment. Day-to-day activities include assisting with the harvesting of daily press clips, updating social media channels including Facebook and Twitter, providing press event support, in addition to assisting with the managerial operations of the company. As an intern at B|W|R you will be exposed to senior-level management as well as countless opportunities for learning and growth. Candidates must be available beginning late August and continuing through the end of the semester. Please send resumes to info@bwr-pr.com and write ATTN: LA Office - TV Dept in the subject line. 7/7

Boutique Talent Booking and Brand Marketing Agency firm focused on music talent and celebrity appearances looking for an energetic and experienced assistant to cover a busy desk entailing phone calls, scheduling, booking travel, and research. Must be highly skilled at Powerpoint, Photoshop, and graphic design in order to create presentations and event flyers as well as proficient on Mac systems. Must have exceptional computer skills and above average writing ability. Social Media knowledge is a must with lots of experience on Facebook, Twitter, Instagram, Snapchat, Vine, and trending new technologies. Looking for someone who is proactive and can pitch their own innovative ideas. We want an assistant who's striving to learn and really put their heart in to this job. Previous work in Talent Agency, Public Relations, Marketing Agency, and Talent Management experience requested. Must have a car. E-mail: zach@zgrouppla.com 7/7

Boutique Talent Booking and Brand Marketing Agency firm focused on music talent and celebrity appearances looking for an energetic and experienced assistant to cover a busy desk entailing phone calls, scheduling, booking travel, and research. Must be highly skilled at Powerpoint, Photoshop, and graphic design in order to create presentations and event flyers as well as proficient on Mac systems. Must have exceptional computer skills and above average writing ability. Social Media knowledge is a must with lots of experience on Facebook, Twitter, Instagram, Snapchat, Vine, and trending new technologies. Can lead to full-time job. E-mail: zach@zgrouppla.com 7/7

MUSIC INDUSTRY (ALL POSITIONS INCLUDING INTERNSHIPS)

Manager, Music at Endemol Shine North America. This position oversees all music cue sheet requirements for ESNA and must be very familiar with music rights, ownership and the parties involved. Candidate is self-motivated, finds satisfaction in a well-maintained spreadsheet and is comfortable working with large amounts data. Must work well under pressure and meet tight deadlines. To apply, send cover letter and resume to careers@endemolshine.us. 7/10

Amazing receptionist needed for music entertainment company. Admin or asst experience required. Duties include handling phones, greeting guests, helping other employees, as necessary. Must be able to multi-task, have great attitude and an abundance of common sense. Must be friendly, discreet, professional, efficient, detail oriented. Must work well on a team, as well as independently. Submit resume/ cover letter to whowantsajob@gmail.com. 7/7

TECH/NEW MEDIA/WEB 2.0 POSITIONS

Red 14 Films is looking for a few social media and PR interns. We're a niche production company specializing in cinematic book trailers. Our partners include Penguin Books, Macmillan, Hachette, and we've worked with actors such as Eric Roberts, James Duval, and more. The ideal candidates have a strong interest in film, literature, and new media. Duties will include social media management, creative content, blogging, and more! Contact: info@red14films.com 7/17

As a Creative Project Manager, you will interface with representatives from some of the world's best-known brands and creatives within the Tongal Community to ensure the successful execution of projects hosted on the Tongal platform. Candidates must have hands-on experience in marketing, advertising, feature film, television or digital video content development and production, and be ready for both independent action and teamwork in a full-on effort to grow an industry leader into a global powerhouse. Resumes to caleb@tongal.com 7/10

CASTING (ALL POSITIONS INCLUDING INTERNSHIPS)

NON-LA POSITIONS (All Locations/All Positions)

United Talent Agency seeks an IT Support Specialist in our New York office. This position is responsible for providing first line user support for the IT Department. The ideal candidate will have a college degree or equivalent related work experience and will have proficient knowledge of Windows based systems, computer networking, Windows Server Administration, Audio/Visual systems, HP printers and Microsoft Office. Provision new workstations, printers, and PDAs. Create user Windows network accounts, Exchange mailboxes, and Citrix accounts. Coordinate work with vendors and outside consultants. Troubleshoot problems with desktops, printers or PDAs. Assist users with software questions. Work with Facilities on office moves and setups. Assists users with the operation of all A/V Systems. Assist with IT issues related to executive relocation and assist issue related to home office technology. Please send resume in a Word format to nyc-it@unitedtalent.com

SMM Adept New York City Intern Needed for Promotion of Heartlock, an Independent Film. We are searching for an intern in the New York City area who is highly involved in and adept with social media platforms. You would be working under the guidance of our social media/marketing coordinator in Chicago/Los Angeles with the goal of using Facebook, Instagram, and YouTube to promote our new film, Heartlock. Ideally, you would either possess (or be working towards) a bachelor's degree in either film, communications, or marketing/advertising. We would also need to you to perform various in-person tasks for our director and one of our producers. This is an unpaid internship, but it provides an excellent way to become involved in the film industry, have significant influence on a promotional campaign, and create contacts with industry professionals. The commitment involved would entail up to twenty hours of work a week (mostly from a satellite location of your preference), and would include travel into or within New York City. Please send resumes to: heartlockthemovie@gmail.com 7/7

GENERAL OFFICE POSITIONS-RECEPTIONIST/ PA /BOOKEEPING/ RUNNER

Busy full service Beverly Hills based talent agency is seeking a full time Talent Payment Coordinator to assist Client Trust Accountant. Working knowledge of commercial and theatrical contracts and union rules a plus. Job responsibilities includes invoicing and coordinating payments between talent and buyers. Must be detail oriented, organized, professional and have the ability to work in a fast pace environment. This is an accounting position. Pay is \$20 an hour. Please send all resumes and inquiries to Jeff at jeff@reignagency.com 7/17

Successful production company seeks full time receptionist. Responsibilities include greeting clients, managing front desk, answering phones and general office assistant duties. Candidates must be articulate, courteous and detail-oriented. Email cover letter and resume to: GreatJobFor2015@gmail.com 7/17

Warner Bros. Animation Inc. seeks a Production Administrator for the Main Production department. Oversees the day to day operation of the Production Executive's office. Partners with the VP of Production to handle issues, disseminate information and insure that Production Offices are maintaining the policies and procedures set by Warner Bros. Animation. Ideal candidate will have 3-5 years of production animation experience and extensive knowledge of production process & terminology. This position is located in Burbank, CA. Please send your most updated resume to careers@warnerbros.com and put "WB Animation, Production Administrator" in the subject line. 7/14

Creative production studio Buck in downtown Los Angeles is seeking a staff Production Coordinator to assist with production processes, staff support and studio management. This is a great opportunity for an organized self-starter interested in supporting the production department through assisting in the day-to-day running of projects, facilitating communication and information sharing amongst departments, answering phones and ordering meals when necessary, resourcing and maintaining a running roster of staff and freelance availability, maintaining the office production calendar, and other studio management tasks. Ideal candidate will be college graduates with 1-2 years of relevant production experience, and proficiency with both Macs and PCs, Excel, Google Apps, InDesign, Photoshop, After Effects and a friendly go-getter attitude preferred! Email resume to buck.coordinator@gmail.com with your salary history and a brief note detailing why you are the right person for the position. 7/10

CAPS Payroll has a number of positions open in Culver City. Assistant Controller – Experience in accounting for payroll company or experience with Payroll Accounting. Manager Union Payments – Responsible for overseeing and managing all payments made to the various unions. Payroll Tax Manager: Oversees and manages payroll tax function for 50 states and foreign countries, experience with payroll tax and filings in multiple jurisdictions required. Submit resumes through humanresources@capspayroll.com. 7/7

INTERNSHIPS (Film & Television)

Feigco Entertainment (The Heat, Spy) seeks Film and TV development interns for Summer 2015. Intern will assist in researching articles, writing script coverage, following through on project-specific assignments, assisting with administrative tasks, and running errands. Possession of a laptop, drivers license, and reliable car is required. More importantly, a passion for comedy, effective written and verbal communication, problem solving skills, and a sense of humor are essential. Internship is unpaid and students must receive school credit. If interested, please send your resume and availability to feigcointern@gmail.com 7/17

A Management/production/consulting company with an A-list roster seeks interns to start immediately. Interns will take on the role of receptionist which will require great communication skills, quick thinking, and a concrete knowledge of our clients. Responsibilities include: script coverage, answering phones, covering desks, errand runs, admin support, and research. Candidates should have strong interest in entertainment world. This is a great opportunity to really get your foot in the door and learn the ins and outs of the industry. Please only apply if you can receive school credit. Please send resumes to topmanagementinterns1@gmail.com. 7/17

Beacon Pictures in Santa Monica is accepting applications for part-time development interns. The positions are unpaid, but the hours are flexible. Interns must be eligible for college credit. Work will consist of some administrative tasks and phone time, but will focus on reading screenplay submissions and writing coverage. It is an ideal opportunity for candidates interested in working in feature film and scripted television development. Please send resume and a sample of script coverage if available (or an analytical film essay) to beacon.interns@gmail.com. Please no fiction pieces. 7/17

Red Hour Films is looking for enthusiastic interns for Fall 2015. Responsibilities include script reading, writing coverage, answering phones, research, and general office needs. Excellent communication and organizational skills required. We are looking for interns who can commit to 2 or 3 days per week in our Hollywood office. Please email resumes to rhinternships@redhourfilms.com. This is a non-paid internship and you must receive college credit. 7/17

Seeking academic interns for Stories International, subsidiary of SEGA and Hakuho DY Group. We are a production and literary management company adapting SEGA video games and Japanese stories into English-language feature film/TV/digital projects, and produce branded entertainment for a worldwide audience. Otaku welcome. Opportunities to read and provide feedback on scripts, stories, learn executive assistant duties, and direct exposure to executives at a multinational production company. Send resumes to recruit@stories-llc.com 7/17

Hollywood-based company seeking dedicated individual for a hands-on internship on a feature documentary on swing dancing. Knowledge of Final Cut Pro 7 is necessary. Main duties will include working directly with the director/producer and coordinating with outside collaborators (composer, graphics, music supervisor, etc), creating content for social media outlets, outreach to target audience and general media management. Secondary duties include research, tracking archival footage and music sources, preparing material for investors and donors. Familiarity or proficiency with WordPress and motion graphics is a plus. Must be extremely detail oriented, have excellent communication skills, a positive attitude, good work ethic, and a willingness to participate in discussions – we are looking for your creative input. Unpaid, but you will receive screen credit and academic credit, if needed. Please send a cover letter and resume to swingthedoc@gmail.com and put "internship" in the subject line. 7/17

International Film Trust/Benaroya Pictures seeks interns to start immediately. Interns will be involved with development and management aspects. Responsibilities include: script coverage, admin support, research, and special projects relating to film festivals, publicity, and more. Great opportunity to learn about film financing, sales and international distribution. Previous knowledge of script coverage is appreciated. Parking and school credit provided. Please send cover letters and resumes to iftinterns@gmail.com 7/14

Phoenix Pictures is looking for Fall interns. Primary responsibilities include reading scripts and providing coverage, script analysis and breakdown, participation in creative meetings with executives, exposure to administrative work and covering desks. This is a non-paid internship. Candidates should preferably be currently enrolled in school, have reliable transportation and be dedicated and eager to learn. Please send any resumes to: phoenixinternshipfall2015@gmail.com 7/14

Thinkfactory Media is a full-service production company that creates high quality entertainment content. Thinkfactory is one of the only production companies that has created award-winning programming in virtually every genre of television including: features, unscripted series, documentaries, mini-series, branded entertainment projects, concerts, music specials and various movies of the week. We have internships available in 3 different departments (Scripted Development, Unscripted Development and Social Media). We ask that interns be in good standing with their school and enrolled for course credit; ideally available to work at least 2 days a week, beginning in August. If interested, please send your resume and cover letter to tvintern2015@gmail.com as attachments and please specify which department you are interested in and why. 7/10

A major production company at Warner Brothers, headed by A-list director and actor, is looking for responsible, motivated college students interested in an internship. Great opportunity to learn aspects of the development process including script coverage, project research and chance to sit in on selected staff meetings. Located on the Warner Bros lot in Burbank. This is a credit-only, unpaid internship. If interested, please email a brief cover letter and resume to: bedell@greenhatfilm.com 7/10

Ensemble Entertainment – a prominent, boutique literary management/production company with Oscar and Emmy winning writer/director/producer clients – seeks smart, friendly and motivated interns for the fall who are able to start in September. Applicants must be eligible to receive academic credit. Duties include script coverage, research projects and some general office work. Ensemble has numerous TV and film projects in various stages of development and production and this internship is a great opportunity to learn the ropes of the biz from Hollywood veterans in a close-knit work environment where your creative input will carry weight. Previous industry experience (especially with script coverage) strongly preferred but not required. Please send resume and cover letter to EnsembleInterns2015@gmail.com 7/10

Millennium Films (Olympus Has Fallen, The Expendables) is looking for development interns to start in August in our main office off Wilshire Blvd. Job will entail back up phones, coverage of scripts, notes on projects currently in development, research and general office assistance. Great opportunity for someone who wants to learn the business. This is an unpaid position. School credit necessary. Pls email your resume to bobrien@millenniumfilms.com. 7/10

High profile writer/director seeks 2-3 interns to assist in office duties / development of several projects. Office located in Beverly Hills. Duties will include, runs, reading / coverage, organization, transcription, and inclusion on brainstorm. If interested, please send resume to will_phelps@icloud.com 7/7

HBO Films is currently looking for paid interns to assist in supporting the Development Department for Fall 2015. Intern opportunities include providing clerical support for development executives, learning many aspects of the development process, archiving, etc. Internships are not available unless your school gives academic credit. Interested applicants may apply by emailing a resume and cover letter stating school affiliation to filmsinternresumes@hbo.com 7/7

Los Angeles-based Getting' Rad Productions seeks a development intern for Summer 2015. Intern will assist in researching articles, trends, and new talent, as well as brainstorming talent for existing projects, writing script coverage, following through on project-specific assignments, answering phones, assisting with administrative tasks, and running errands. Possession of a laptop, drivers license, and reliable car is required, as is a passion for comedy and storytelling, effective written and verbal communication, enthusiasm about working with a team, a good attitude, and a sense of humor. Position is unpaid and candidates must qualify for college credit and be available to work 3 full days a week. Send resumes to internshiptwentyfifteen@gmail.com and tell us about yourself. 7/7

Amsel, Eisenstadt, Frazier & Hinojosa, Inc. is seeking part-time administrative interns to work in the theatrical division of the agency. Internship positions available immediately and for the Fall 2015 semester. Credit is available where applicable; unpaid. This serves as a great introduction to the industry with hands on experience working with the agents and their clients. Must have laptop to bring to the office. Qualified candidates will be punctual, have a pleasant personality, able to multi-task and follow instructions. This is a great opportunity for those interested in pursuing a career in the entertainment business. Please email resumes and cover letters to kevin@aeftalent.com 7/7

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