

UTA JOB LIST

As of September 10, 2019

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EXECUTIVE & MANAGEMENT POSITIONS

- Sept 10 Wayfarer Entertainment is looking for a Vice President of Development to help expand the company's linear, digital, and feature film slate. The ideal candidate is a charismatic self-starter who's thoughtful and passionate about scripted and unscripted social good storytelling content. They should have six years prior experience working in entertainment at an agency, studio, network or production company and must have existing relationships with buyers in the marketplace. Please send resumes to hire@wearewayfarer.com
- Sept 10 BWR Public Relations is seeking a motivated Account Executive for the television division. Bachelor's degree required, two to three years' experience in television PR preferred. Able to work directly with clients to execute campaign tactics on a daily basis, solicit stories, field media inquiries and track results. Strong pitching ability needed plus solid writing skills and experience in standard PR forms. Please send resumes to Rachel.anderson@bwr-pr.com
- Sept 6 Bleecker Street Media seeks a full time Director of Social Media, Marketing and Analytics. Candidates should be innovative, self-driven and collaborative. Three years of leadership experience and five years of proven achievement in Marketing, Communications, and/or Social platforms are required. Responsibilities include social-media and programmatic planning, review of paid reports, utilization of research and campaign analytics, etc. Email cover letter and resume to TheodosiaArcidiacono@bleeckerstreetmedia.com

ASSISTANT POSITIONS

- Sept 10 Looking for an Assistant/Chief Executive hybrid, preferably with agency or management experience, at ImageMovers. Position is to mainly support the EVP of Production while also providing creative support on all feature and TV projects. Very high-volume desk that requires someone to hit the ground running. Great stepping stone job into development that comes with perks and benefits. We are located on the WB lot. Please send resumes to imagemoversassistant@gmail.com
- Sept 10 Seeking a wonderful Executive Assistant who loves the PR world and wants growth! You will be working with celebrity clients and top brands. The perfect candidate has one to years of experience at a fast-paced agency supporting a busy boss/desk. Salary is 35-40k with health insurance stipend, three weeks paid vacation, partial cell phone reimbursement. Please send resumes to lajobs@thehelpcompany.com

- Sept 10 A Beverly Hills based management/production company is seeking an Assistant to one of the partners. Duties include scheduling, rolling calls, booking travel, script coverage, and working closely with A-List actors and actresses. We're looking for someone with a strong desire to learn about production/development and grow within the company. Previous agency/management experience required. Please email your resume to ana@silverliningentertainment.com
- Sept 10 Activist Artists Management has an opening for as Assistant to Head of Lit and Production. Seeking professional and mature minded candidates who are interested in exploring literary management and producing. Please note, this is an extremely high-volume desk that involves juggling clients and projects in both film and television. Must have experience rolling calls and keeping track of phone sheets, client and project submissions, covering scripts, and booking travel. Salary pay and great benefits DOE. Email resume to Kanak_asst@activist.co
- Sept 10 Marla Studios is looking for an Executive Assistant who is motivated by a small-scale company that gives empowerment to its employees. Must have experience working for an entertainment executive or agent. Industry relationships required. Comfortable with scheduling, expenses, extensive travel arrangements, grids, presentations. Proficiency with PowerPoint, Excel, Word and Google Suite. Communication skills, multitasking and sense of humor are key. Salary is industry standard. Please email resume to contact@marlastudios.com
- Sept 10 LA-based company with a studio first-look deal in films and a studio venture in TV seeks an Assistant for two Chief Executives. The job involves the usual administrative tasks of supporting busy executives: scheduling, phones, travel, expenses, and hands-on creative duties such as reading submissions, doing project notes, compiling filmmaker lists, tracking information around town. Candidates should have passion for both film & TV and want to be a producer. Agency/management/studio experience preferred. Please send resumes to LAcreativeasst@gmail.com
- Sept 10 Zero Gravity, a talent and literary management/production company, is looking for a talent Assistant. Ideal candidate is professional, sharp, and able to multitask with excellent communication skills. We are motivated to promote internally. Duties include: interfacing with clients/casting directors/coordinators, handling press-related needs, script coverage, rolling calls, coordinating travel, meetings, client schedules, etc. Proficiency in InEntertainment is a big bonus. Sends resumes to zerogravityassistant@gmail.com
- Sept 6 Relevant, a bi-coastal PR agency, is seeking a full-time Assistant for a partner in their Los Angeles office. The ideal candidate should have an interest in personal publicity. Must be detail oriented with excellent organization and writing skills as well as the ability to multitask. College degree is required and any experience as an assistant or intern at an entertainment company is preferred. Compensation includes overtime and full benefits. Please submit resumes to assistant@relevant-pr.com
- Sept 6 Gersh seeks ambitious Assistant for Partner in TV Lit. Agency assistant experience required. Daily duties include: script coverage, heavy phones, rolling calls, tracking client appointments, making submissions, heavy scheduling, etc. Experience in all areas of International TV a plus. Extremely detailed, computer literate, work well under pressure, & possess high level of initiative. Ideal candidate is resourceful, articulate, intelligent & looking to become an agent. Email resume & cover letter careers@gersh.com
- Sept 6 Veteran literary manager seeks Assistant for ground floor opportunity. Candidate must have significant agency and/or management company experience in television. Must be extremely organized, entrepreneurial, great at multi-tasking, comfortable speaking with clients and buyers, have good creative instincts and hopefully be tied in with networking and information sharing groups. This is a salaried assistant job with the opportunity to earn commissions on top and to participate in signing new clients, and development. Please email resumes to transformative123@gmail.com

- Sept 6 The Hollywood Reporter is seeking a Business Development Coordinator. The position provides lead generation to fuel Sales' efforts for special issues including power lists, congratulatory ads for awards, memorial ads and other research directly tied in with driving advertising revenue. Must have one-year experience in corporate entertainment environment with research responsibilities. Please send your resume and cover letter to careers@valencemedia.com
- Sept 6 Looking for a Coordinator to provide support to Verve's Head of Unscripted. This role needs someone who knows the unscripted space and its players as well as a passion for the medium and an interest in becoming an Unscripted Agent. The successful candidate will be able to multitask managing the Senior Agent with Coordinator responsibilities. Email: careers@vervetla.com
- Sept 6 Studio has an immediate opening for an Assistant to the Chief Operating Officer who oversees the Corporate Development & Strategy team. This group is responsible for evaluating the company's broad range of investment opportunities, acquisitions targets and new business development initiatives across the media and entertainment industry both domestically and internationally. Bachelor's degree, and entertainment or finance experience required. Resumes to resumes@lionsgate.com
- Sept 6 TheWrap is looking for an experienced Executive Assistant to aid the founder and CEO in all elements of the company's day-to-day operations. Specific responsibilities include managing certain office functions, assisting in company activities, and scheduling meetings, conferences, teleconferences and travel. The job requires a bachelor's degree or higher, previous experience as an executive assistant, excellent oral and written communications skills, and basic computer skills. If interested in applying, please email jobs@thewrap.com
- Sept 6 Make Good Content is seeking an Assistant to Paul Young. Management or agency experience required, TV Lit experience preferred. Daily responsibilities include handling phones, travel management, scheduling, and making/tracking submissions. Job requires strong communication skills, attention to detail, organizational mindset, and proficiency with PC and Mac. Must be based in Los Angeles. Please send all resumes to pyoungasst@makegoodcontent.com
- Sept 6 Looking for an Assistant to a high-profile showrunner/writer-producer with a studio deal. The job will work in both TV and film, with a show currently in production and a greenlit movie for Q4. Desk experience managing a fast-paced work environment is an absolute must. Ideal candidates should also have a passion for the horror/thriller genre and enjoy taking scripts home. Looking for a two-year commitment. Please send resume to outerbanksassistant19@gmail.com
- Sept 3 Executive Assistant to the two principals of a Production Company with multiple features and TV shows in development/production. Focused on scripted drama but with a growing docuseries slate as well. Previous entertainment experience required, agency experience preferred. Main duties include scheduling, phones, rolling calls, research, booking travel, and heavy reading/coverage. Must have car to go on occasional runs, but primarily office-based. Please email Executive Assistant in the subject line and send to ryan.bartecki@gmail.com
- Sept 3 Casting Director and Producer, Timothy Cubbison, is seeking a Producer's Assistant for Horseless Cowboy. We oversee the casting and production of performances in videogames, animated series, and the English versions of foreign shows. Candidates will assist with casting, producing, voice-over production, performance capture, and more. A self-starter with attention to detail will thrive in our entrepreneurial culture. Submit cover letter and resume to HR@Horselesscowboy.com

- Sept 3 Busy Producer seeking qualified part-time LA based Assistant. Must be LGBTQ family friendly, trustworthy, flexible, and level-headed. Responsibilities include dog administrative duties, travel arrangements, coordinate with cleaners and other dog walkers, personal errands, light organization and cleaning. Must be highly organized and neat. Hourly pay. Must have car. Please include a brief cover letter, nothing official necessary just a paragraph about you. Please submit resume to awenger.asst@gmail.com
- Sept 3 Code Entertainment, a film production and literary management company, seeks a full-time Assistant. Qualified candidates need strong leadership and communication skills. Duties include phone call management, scheduling, taking notes, script coverage, general office work, some involvement in film development and production, and limited personal tasks. Previous agency/studio/production company experience and a bachelor's degree required. Health benefits included. Send resumes and cover letters to Codeentoffice@gmail.com
- Sept 3 Pantheon Entertainment is looking for a highly motivated intern as a Development Assistant. Job responsibilities would include the organization of office files and databases, rolling calls, script reading and coverage, copying, mailing and whatever other duties might arise. Applicants need to be computer literate, well spoken, own a car, and have the ability to multitask and be organized. The Internship is unpaid. Please send a cover letter, resume and two letters of recommendation to pantheonintern2@gmail.com
- Sept 3 Metro-Goldwyn-Mayer Studios Inc. is seeking an Assistant to provide day-to-day administrative support to its President of International Television Distribution and Acquisitions. Assistant should have at least one year of experience as an administrative assistant to a senior level executive in the entertainment industry. This individual will be managing executive office: heavy scheduling, rolling calls, and booking international travel. Must have excellent administrative skills along with advanced Excel, time management and interpersonal skills. Please send resumes to lpulvers@mgm.com
- Aug 30 Artists First Management has a literary Assistant position available - supporting a SR Lit Manager. Seeking professional and mature minded candidates who are interested in exploring literary management. An experienced administrative assistant with obvious desk capabilities necessary. We require a strong degree of multi-tasking, a sharp focus for details, and the ability to work in a fast-paced, client-driven environment. We offer a competitive hourly rate and generous benefits package. Resumes: rg@artistsfirst-la.com
- Aug 30 Talent based production company currently seeking an Assistant/Coordinator level employee to help with development and support the executives. Day to day will include handling phones, scheduling meetings, office duties, and also reading and tracking submissions, script/book coverage, researching ideas and sourcing scripted development material. Experience at an agency, management company, studio or network preferred. Please send resumes to laresources2@gmail.com
- Aug 30 20th Century Fox Television is looking for an Assistant to a Director and VP in the Current Programming department. Must have at least one year of assistant experience. This is a high volume, fast-paced desk so the perfect candidate will have superior organizational and communication skills, and is highly motivated, detail-oriented, and can remain calm under pressure. Job responsibilities include standard assistant duties, team coordinating, and script coverage. Please email all resumes to 20thcurrentasst@gmail.com
- Aug 30 Joy Fehily Management + Consulting is seeking a full-time Management and PR Coordinator to support two executives with responsibilities in personal talent management, PR and brand strategy. Candidate must be able to multi-task, prioritize and meet deadlines on multiple projects, have strong attention to detail, exhibit superior interpersonal and writing skills, exercise a high level of discretion and be an all-around go-getter. Bachelor's degree required. Please send resumes to info@joyfehily.com

PERSONAL ASSISTANT POSITIONS

- Sept 10 LA-headquartered Executive with global business practice seeks a Personal Assistant. The job requires a bachelor's degree, at least six to eight years of work experience, well-traveled, problem solver, great at scheduling, managing and executing in great detail, ability to travel for several days at a time, and highest discretion is a must. If interested please send cover note, resume, and reference to sccmpersonal@gmail.com
- Sept 10 High-profile independent film and television producer seeks Personal Assistant. Tasks include errands, scheduling, arranging travel and other general duties and would assist the producer while on the road. Two years of entertainment experience required. Strong character, thick skin, and keen ability to maintain calmness under high pressure are important facets of a good candidate. Please send resumes and cover letters with the subject line "Personal Assistant" to asst@efofilms.com
- Sept 6 Internationally acclaimed actress seeks part-time Personal Assistant in Los Angeles. Standard house manager/PA duties. Please submit resume and salary requirements to talentasst2019@gmail.com

PUBLIC RELATIONS, MARKETING, ADVERTISING POSITIONS

MUSIC INDUSTRY POSITIONS (INCLUDING INTERNSHIPS)

DIGITAL, SOCIAL MEDIA POSITIONS

NON-LA POSITIONS

- Sept 10 MKSD is looking for a full-time Assistant to start as soon as possible in New York. Looking for someone who can multi-task and take initiative, with strong interpersonal skills and has great technical skills. Email cover letter/resume to info@MKSD.com
- Sept 6 Television comedy showrunner with studio overall deal seeks an NYC-based paid Assistant. Duties include: managing schedule, researching trades, tracking development, helping prepare pitches, and booking travel. Ideal candidate is hard-working, organized, easy-going, professional, has good comedy taste, and aspires to be a television comedy producer. Must have at least one year of agency, management, or studio/network experience. Please send brief cover letter with subject "Assistant Application" and resume to rj.fried@cbs.com
- Sept 6 Untitled Entertainment seeks full-time Assistant to two managers in the New York office. Candidate should be detail oriented, comfortable multitasking, great at communication, and want a career as a manager. Position requires administrative support and interfacing with high profile clients, agents, publicists, etc. One year of assistant experience at a talent agency, publicity firm or relevant entertainment company preferred. Please email cover letter and resume to rw@untitledent.net

- Sept 6 BWR, a bi-coastal PR agency, is seeking a full-time Assistant for a senior talent publicist in the New York office. This candidate should have an interest in personal publicity. Must be detail oriented with excellent organization and writing skills as well as the ability to multitask, work well under pressure, take direction and be able to handle a fast-paced PR environment. College degree is required and any experience as an assistant or intern at an entertainment company is preferred. Please submit resumes to christine.natividad@axicom.com
- Sept 6 3 Arts Entertainment is looking for an Office Coordinator/Assistant to Literary Manager. Genuine interest in/awareness of current talent and culture required. Duties include greeting guests, answering the main line, stocking office supplies, floating on desks, making grids and calls, scouting potential client lists/festivals, and interacting with clients/executives. Candidates must know how to prioritize, multitask, and complete tasks independently. Please send resumes with subject line HR-NY to hr@3arts.com
- Sept 6 Sony/ATV Music Publishing is seeking an Accounting Coordinator in our Nashville office. Responsibilities include recording monthly accruals of unprocessed cash, researching unidentified receipts, maintain balance sheet account reconciliations, and entering daily cash receipts into the royalty system and handle daily cash deposits with the bank. Must have a degree in accounting or accounting related experience. If interested, please send a resume and cover letter to humanresources@sonyatv.com

GENERAL OFFICE, RECEPTIONIST, PA, BOOKEEPING, RUNNER, READER POSITIONS

- Sept 3 Hideaway Entertainment & Intelligent Design Agency is looking for a Receptionist/Office Manager/Executive Assistant to manage the front desk on a daily basis and provides support to the operating departments and CFO when necessary. This position provides administrative support and requires the employee to possess a level of professional maturity and be poised to handle a fast paced yet casual environment. Exceptional communication, writing, and organizational skills required. Mac proficiency is a must with skills including expertise in iWork and Microsoft Office. Please send resume/CV to recruiting@idea.la
- Sept 3 Gersh seeks an Accountant. Duties include: check processing, client payment tracking & working closely with assistants & agents. Candidate must be proficient with Word, Excel & Outlook, with strong communication skills, professional phone manner a "can do" attitude & able to multitask as well as work well under pressure to meet deadlines. Knowledge of entertainment industry payroll procedures preferred. Five to seven years work experience & College degree required. Email resumes to careers@gersh.com

INTERNSHIPS

- Sept 10 Part-time Intern required to assist in preparing for a film festival that will be attended exclusively by the industry next year in Los Angeles. Expertise in social media is essential. Creative thinking is a plus. Hours and days are flexible. This position could work for someone living outside L.A. Three months minimum. Six months preferred. College credit. Unpaid. Please email a short resume to mivevans@access2films.co.uk
- Sept 10 The Radmin Company, a boutique literary management company in Beverly Hills, seeks an intelligent, creative intern. Must be available Tuesdays and Thursdays and have a car and laptop. Looking for a three-month commitment, with flexible start and end dates. In addition to light general office duties, interns read and evaluate scripts and write coverage. Internship is unpaid, but school credit is available. Email a short cover letter, resume, and coverage sample with "Office Internship" in the subject like and send to to jobs@radmincompany.com

- Sept 6 Matt Tolmach Productions is looking for a Fall Development Intern to assist with office management, runs, and script coverage. This is an unpaid position. Lunch is included and gas for runs will be reimbursed. Ideal for a student who is looking to learn about the film industry in a fast-paced environment. Our ideal candidate would be an independent learner, a self-starter, and good under pressure. Please email resume to st@tolmachprods.com
- Sept 6 Wonder Worldwide, a boutique production company based in Mid-Wilshire is looking for Fall Interns. As we have a diverse slate of projects, we'd love to encourage diverse candidates for this position. Great opportunity for writers and those who are interested in TV & film development, as internship is coverage-heavy, as well as research heavy. Internship is unpaid. Only apply if you are eligible for college credit. Send resume, a paragraph about yourself & a coverage sample (if available) to info@wonder-films.com
- Sept 6 West Hollywood based management and production company with A-List clients seeks Intern. This year the production company released a film that went to Sundance and one which was the top film at the box office for two weeks straight. Candidates must have a strong/friendly presence, excellent communication skills, be extremely detail oriented, and able to multi-task and prioritize. Please email resume and cover letter to HumanResources@alansiegel.com
- Sept 6 Silent R Management is seeking exceptional, motivated Interns to start immediately. Responsibilities will include reading scripts, writing coverage, answering phones, and other office duties. Interns must have a vehicle and commit to no less than two days a week. The internship is unpaid. To apply, email your resume and a cover letter to internresume@silentrllit.com
- Sept 6 Hivemind is looking for an exceptional Intern who can commit two to three days per week for hands-on development internship. Responsibilities are heavier on creative interests such as reading, notes and project research. Unpaid. Must receive school credit. Send cover letter & resume to intern@hivemindent.com
- Sept 6 Film 14 is seeking an Intern/Creative Assistant to producers and directors. Must have writing and social media experience and be proficient in film editing and graphic design. Experience with Photoshop, Final Cut or Premiere, Excel, and Final Draft a plus. Working knowledge of Adobe After Effects preferred but not required. Lots of room for growth for the right candidate. Send personalized cover letter and resume to social@film-14.com
- Sept 3 Rough Diamond Management is seeking a part-time Intern to work closely with the managers. Primary responsibilities include tracking talent submissions, auditions and client calendars, and getting to know about talent submissions and pitching. Candidates should be driven, computer literate, and extremely detail-oriented. Unpaid; school credit only. Please send resumes and cover letters with "talent intern" in the subject line to asst@roughdiamondmanagement.com
- Aug 30 Santa Monica-based boutique talent management firm is seeking motivated Interns for the Fall. We are a busy, hands-on management firm looking for students that want to gain experience in the entertainment industry, particularly in management. Interns will interact directly with managers, agents and clients. Responsibilities include rolling phone calls, sending out audition materials, and reading scripts. Open to students looking for semester credit. Please send resumes and a brief bio to assistant@schumachermgmt.com
- Aug 30 Talent Management Company with an international roster is looking for motivated Interns for the fall semester 2019. Candidates must also be organized with an attention to detail; be able to acquire excellent phone skills; and be able to adapt to the day-to-day operations in a fast-paced environment. This is a part-time, non-paid internship with the potential to grow, and we will be happy to provide academic credit and referrals. Please email your resume to latalentmgmtintern@gmail.com

- Aug 30 Federation Entertainment, an international studio with 12 shows in production worldwide, seeks Fall 2019 Interns available immediately for Tuesdays and Thursdays. This internship is for our offices located in Beverly Hills, CA. Please note this is unpaid and school credit is required. Interns will receive direct exposure to our executives, and they will have the opportunity to learn about film and TV development with a specific emphasis on the international marketplace. Please submit your resume with the title Internship: name of candidate to kim.miller@fedent.com
- Aug 30 Production company in Beverly Hills seeks Interns to start immediately. Responsibilities include heavy script reading and coverage, answering phone calls, covering desks, and light personal work for the CEO. While the internship is unpaid, any personal duties are compensated. Must have own laptop. This is a great opportunity for someone who wants to work in development. Multiple spots open. Must receive school credit. Please email smartentintern@gmail.com

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