



UTA JOB LIST

As of October 8, 2019

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EXECUTIVE & MANAGEMENT POSITIONS

ASSISTANT POSITIONS

- Oct 8 WarnerMedia seeks an Assistant to support a C-Suite Executive in Diversity & Inclusion. Ideal candidate will have entertainment/agency experience, experience working in a fast-paced environment and a passion for diversity & inclusion. Responsibilities include: scheduling, phone management, relationship management, travel & event arrangements and research. Strong Excel and PowerPoint required. Bilingual a plus. Email resumes with subject line "Executive Assistant – Inclusion" to careers@warnerbros.com
- Oct 8 Paramount Pictures is seeking an Executive Assistant to help support the President of Post Production. Very busy, high-volume desk. Duties include scheduling, rolling calls, booking travel, expenses, tracking and managing sensitive documents, content, and deadlines. Candidate should be a detail-oriented problem solver with excellent communication skills. At least one year of agency experience needed, preferably on a high-volume desk. Email resume to post_careers@paramount.com
- Oct 8 Authentic seeks Assistant to Talent Manager. Entertainment experience and excellent computer skills are mandatory. Must have at least one year at a busy desk at an agency, management company or casting office. Must be able to do light video editing on Final Cut, iMovie, or the like. Responsibilities include heavy phones (scheduling calls, rolling calls and maintaining call sheets), and travel coordination for Manager and clients, handling client needs and sending appointments. Great growth potential. We use InEntertainment and it would be great if you were familiar with this program.

- Oct 8 Busy TV production company is looking for an Assistant to President. This is a great opportunity to learn production and development. Must be organized, able to multi-task, and calm under pressure. Basic assistant duties include scheduling, rolling calls, coordinating travel, etc. Must have previous desk experience. Please send resumes to prodcoasst123@gmail.com
- Oct 8 Sugar23 is seeking an Assistant to the Head of Alternative and Unscripted. Ideal candidate has great communication skills, is highly motivated and passionate, and very detail oriented. Duties would include basic administrative tasks, as well as development work. Ideally looking for someone with agency or management desk experience and is able to multi-task at a high level. Resumes can be sent to anhalt@sugar23.com
- Oct 8 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
- Oct 8 Circle of Confusion is seeking a second Assistant to Partner and Head of Production. This is a great opportunity for someone who is looking to transition into management and/or development/production. There is a high likelihood of growth for the right candidate. Please send resumes this week to managementproductionasst2@gmail.com
- Oct 8 Josephson Entertainment seeks an Executive Assistant to support its principal, Barry Josephson. Responsibilities include: phones, scheduling and booking travel, supervising interns, providing coverage and creative feedback, office management, and minimal personal duties. Ideal candidate is resourceful, detail-oriented, highly organized, creative with strong communication skills. Applicants must have at least one year of experience on a high-volume desk. Please email your resume to christian@jos-ent.com

- Oct 4 Fullscreen is looking for a Coordinator to start as soon as possible on their Creator Partnerships team. They will be responsible for building numerous creator lists for potential brand deals and must become a student of Fullscreen's entire talent roster. They will support the department head and the sellers. Qualifications include having one to three years of experience in the digital/entertainment industry. Please send resumes to talentsalesfullscreen@gmail.com
- Oct 4 Align Public Relations is seeking an Assistant to senior level publicists. Assistant must be good with high volume multi-tasking and extremely organized as they will be handling multiple schedules, press clippings and press lists. In addition, assistant will answer phones, service press clips daily and put together press kits for clients so word and PowerPoint proficiency are a must. Experience with schedules mandatory. Please send resumes to info@align-pr.com
- Oct 4 Talent Manager is looking for an Assistant with desk experience, preferably in talent representation. Ideally, someone who wants to grow in management and has goals of being promoted to a Manager. Seeking someone who loves entertainment and loves working with actors. Please send a cover letter and resume to talentmanagerasstposition@gmail.com
- Oct 4 Premiere talent management/production company seeks an Assistant to Head of Talent. Duties include interacting with high-level clients, heavy phones, scheduling, expenses, tracking payments, submitting breakdowns, script coverage, travel arrangement, email submissions/pitches, coordinating with productions. Must be incredibly organized, detail-oriented, multi-tasker, resourceful, interested in pursuing a career in management/producing, and have outstanding oral and written skills. Must have one year of desk experience. Please send resumes to fourwardtalent@gmail.com
- Oct 4 Industry Entertainment is looking for an Assistant to work for managers in the talent department. The job requires managing heavy phones, coordinating schedules, and video editing. One year of entertainment industry desk experience strongly preferred. Please send resumes and cover letters to asst4management@gmail.com

- Oct 4 Seeking a Development Assistant at Marci Klein Productions. This role will provide administrative support to Marci Klein and the Head of Development. Responsibilities include managing complex schedules, coordinating meetings and travel arrangements, script coverage, maintaining development grids, expenses & contact lists, and handling heavy call volume. Please send resumes to Lauren.Mandel@nbcuni.com & ben@marcikleinproductions.com
- Oct 4 Seeking Assistant for Beverly Hills-based boutique talent management company representing actors. Must have agency or management experience. Prerequisites: excellent verbal and written communication skills, knowledge of casting offices, enormous desire and drive to succeed. This is a genuine opportunity for someone who wants to grow as fast as they can run. Resume and cover letter to talentmanagement86@gmail.com
- Oct 4 DJ booking firm seeks a full-time Assistant. Candidate should be extremely organized, a multi-tasker, active in nightlife, technologically savvy and strong in google docs/ typing/ transcribing. Experience with talent booking, brands, and/or a creative agency is preferred. Responsibilities include transcribing and handling emails/contracts/invoices, running errands, social media and creating client itineraries. Email resume and cover letter along with social media handles to nonaenthr@gmail.com
- Oct 4 President of a boutique management company seeks Executive Assistant. Responsibilities include, submissions, rolling calls, administrative and client support. Applicants should have at least one year on a desk at an agency or management company. We are looking for a positive, personable, detail-oriented, self-reliant candidate with strong communication skills and work ethic, a creative individual who can work on his/her own initiative. Email resumes to MgmtJobOpp2019@gmail.com
- Oct 4 Production Company seeks Executive Assistant/Coordinator to assist two Executive Producers. Job requirements may include but not limited to interfacing with directors, scheduling calls and compiling bid sheets, assisting on treatments, booking travel and general office management. Excellent communication, writing skills, multi-tasking and organization are required. Must be Mac proficient. Production experience a huge plus. Email resumes to tsarina@heywonderful.com

- Oct 4 Public relations agency is seeking a detail-orientated Assistant for an influential publicist. Must have excellent communication skills, keep up with a fast-paced office, remain composed in high-pressure environments. Must multi-task under deadlines and have a solution-oriented mindset to stay one step ahead. A challenging position that can lead to a rewarding career as an entertainment publicist. Send resumes to talentprassistant@gmail.com
- Oct 4 Los Angeles and New York boutique talent managers hiring an Assistant in LA to work with acting and writing clients in film, TV and theatre. Candidate must be organized, self-starting, Mac-savvy, have good people skills and be able to handle complex duties in a fast-paced environment. Responsibilities include casting submissions, scheduling, office management, research, script coverage and working closely with clients. E-mail references and resume to asstmngmt@gmail.com
- Oct 4 Buchwald is looking to hire a Literary Assistant in the Los Angeles office. Candidates need to have at least six months of talent agency experience within the Literary Department and must be organized, ambitious, detail-oriented and computer savvy. Must want to become a Literary Agent. Knowledge of InEntertainment and Breakdown Express is preferred. Salary: \$15/hour with benefits. Please send cover/resume to careers@buchwald.com
- Oct 4 Buchwald is looking to hire an Assistant to Senior Agent in the Los Angeles office. Candidates need to have one year of talent agency experience and must be organized, ambitious, detail-oriented and computer savvy. Must want to become an agent as we prefer to groom and promote from within. Knowledge of InEntertainment is preferred. Compensation is commensurate with experience. Send resume to careers@buchwald.com
- Oct 4 West Hollywood management and production company seeks Assistant for two talent managers/producers. This is a full-time shared position, splitting time between two offices, assisting a talent manager and the Chief Executive Officer. Must be extremely detailed, organized, tech savvy, able to multi-task and want to further their careers. Please email materials to HumanResources@alansiegel.com

- Oct 1 Executive Assistant position available in Hollywood for major independent unscripted and comedy production company. Prior desk experience at talent agency or management company required. Must have knowledge of comedy business/space and a desire to learn more. Heavy phones/scheduling. Minimal personal duties. Must have car. Extremely fast paced, high volume. Pay is \$800/week, no benefits. Send resumes to comedyexecasst@gmail.com
- Oct 1 Artists First Management seeks an Assistant to support the Senior Literary Manager. An experienced administrative assistant with obvious desk capabilities necessary. Our unique culture provides real opportunity to pursue a career path in the entertainment industry. 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. Resumes: rg@artistsfirst-la.com
- Oct 1 Artistry Agency is looking for a second Assistant for their commercials and music videos department. Responsibilities include: directing calls, calendar management, creating deal memos and client invoices, regularly following up on outstanding payments, and tracking numerous projects and updating the database. Commercial production and/or talent agency experience strongly preferred. Submit resumes and cover letters to jobs@artistry.net
- Oct 1 Mythical Entertainment seeks an Executive Assistant to the COO and CCO to start immediately. Responsibilities include managing complex calendars, controlling the master production schedule, and administrative duties. Requirements: one-two years minimum as an assistant supporting VP-level or higher executives; understanding of production processes; strong written and verbal communication skills; and an understanding of Google Suite. Submit resumes to bethany@mythical.com
- Oct 1 Unrealistic Ideas is hiring an Assistant to support the President and Executive Vice President. This role includes all standard Executive Assistant responsibilities. One year of desk experience required. Graphic design experience a plus but not required. Main focus will be mastering schedule. Ideal candidate will spend about a year in this position then have room for growth. Please send resumes, cover letters, and/or questions to assistant@unrealisticideas.net

Oct 1 Discovery Inc is looking for an Executive Assistant to the Chief Brand Officer- Discovery & Factual to start in November. Previous Assistant Experience Required, entertainment preferred. This role includes all standard Executive Assistant responsibilities, in addition to occasional event & offsite coordination, and sporadic domestic travel. Competitive compensation & benefits. two-year commitment expected. Please send resumes to 5.2019.assistant@gmail.com

PERSONAL ASSISTANT POSITIONS

PUBLIC RELATIONS, MARKETING, ADVERTISING POSITIONS

MUSIC INDUSTRY POSITIONS (INCLUDING INTERNSHIPS)

Oct 4 Busy, up-and-coming artist entertainment firm seeks a DJ Booker. Candidate should have strong corporate and brand relationships, a strong hustle, good communication and be respected in their field. Responsibilities include outreach, creating and building relationships with brands and pitching DJ's for events. This can be a moonlight job and commission based. Email resume and cover letter to nonaenthr@gmail.com

DIGITAL, SOCIAL MEDIA POSITIONS

Oct 1 High level YouTube channel looking for a video Editor. Individual must be ready and willing to edit two videos per week and film/finalize edits. Previous editing experience is required. Must also possess a high level of discretion and confidentiality. Great opportunity for growth in the digital space working closely with this premiere channel. Preferably LA based. If interested, email editor20191@gmail.com

NON-LA POSITIONS

Oct 1 A New York based showrunner on an ABC show is looking for an Assistant. Candidates with agency and/or production experience preferred. Please email resumes to emily@drproductions.com

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

- Oct 4 Gersh seeks Client Trust Accounting Clerk. Duties include: check processing, client payment tracking while working closely with assistants and agents. Candidate must be proficient with Word, Excel & Outlook. Must have Strong communication skills, professional phone manner, a "can do" attitude, able to multitask & work well under pressure. Knowledge of entertainment industry payroll procedures is preferred. Two years' work experience & College degree required. Email cover letter & resume careers@gersh.com
- Oct 4 Management/Production company seeks an Office Manager with Human Resources experience. Duties include: coordinating with facilities, vendor management, office maintenance, ordering and stocking all supplies, maintaining birthday lists and purchasing gifts; and coordinating large corporate parties and functions. You will also on-board new personnel and screen/on-board interns. The ideal candidate will have at least two years of similar experience. Please email resumes to lajobs@thehelpcompany.com
- Oct 4 Talent & Literary management company is hiring a Receptionist for an immediate start. Responsibilities include managing moderate to heavy phones, coordinating guests and clients, office management duties, and expenses. Good opportunity for a candidate with a strong interest in the entertainment industry, especially artist representation. Please email resume and cover letter to litprodasst@gmail.com

Oct 4 Gersh seeks Client Trust Accounting Clerk. Duties include: check processing, client payment tracking while working closely with assistants/agents. Candidate must be proficient with Word, Excel and Outlook. Knowledge of entertainment industry payroll procedures is preferred. Two years' work experience and a college degree is required. Email cover letter and resume to careers@gersh.com

INTERNSHIPS

- Oct 8 Studiocanal is hiring Interns for the Spring 2020 semester. Candidates must have strong interest in international film and TV productions. Responsibilities include reading scripts, writing coverage, answering phones, running errands, and other standard office work. Must commit a minimum of two days per week and must be able to receive school credit. Position is unpaid. Interested candidates should send a PDF resume and brief cover letter in the body of the email to studiocanalasst@gmail.com
- Oct 4 Mandalay Sports Media is seeking two Interns to start immediately through December 2019 for post-production and delivery of Street Bowl. Applicants should have proficient computer skills and be to take on multiple tasks as needed. Duties include: revising transcripts, logging, and sourcing footage to recommend to editors and directors. This is an unpaid opportunity. Cover letters and resumes to masong@msmco.com
- Oct 1 KMR seeks detail-oriented Literary Department Intern. Ideal candidate has a basic knowledge of running an office (phones, scheduling, logs/tracking); as well as composing coverage of pilots/screenplays, evaluating scripts, brainstorming with writers, etc. Applicants must commit to two-three days/week for the next three months. This is a fun and busy work environment - with opportunity to learn aspects of the biz. Email resume/cover letter to KMRLanierAsst@gmail.com

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