



# UTA JOB LIST

As of October 22, 2019

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 expressed prior written permission.

## EXECUTIVE & MANAGEMENT POSITIONS

- Oct 18      Boutique Celebrity & Influencer Branding Agency is hiring an Agent who will focus on procuring brand deals for clients. Entertainment and sales/pitching experience required. Ideal candidates will be self-starters who have experience cold emailing/calling brands and agencies and are able to cultivate new buyer relationships. Must submit resumes with cover letters. Please include why you are interested in this position and why you are a great fit. Email: [celebritybrandingcareer@gmail.com](mailto:celebritybrandingcareer@gmail.com)
- Oct 18      Leading podcast platform is looking for a detail-oriented Attorney to run Business and Legal Affairs. Candidates should be familiar with podcast deal terms and negotiations, along with general new media transactional legal issues. Looking for folks with three to five years of experience. Willing to discuss a part-time situation for the right candidate with salary to reflect status and experience. Please send resumes to [bhentlawjobs@gmail.com](mailto:bhentlawjobs@gmail.com)
- Oct 18      Wondery is looking for a full-time Advertising Inventory Manager to join the Los Angeles Ad Sales & Operations Team. This technical role will work to ensure campaigns are set up for success by liaising between the ad sales team, agencies, vendors, and clients to ensure effective and efficient campaign management/delivery and yield optimization. We are looking for a forward thinking, hyper-organized person who learns swiftly, thinks critically and is enthusiastic about working with a quickly growing global brand. Reply to [careers@wondery.com](mailto:careers@wondery.com)

## ASSISTANT POSITIONS

- Oct 22 Adam Anders, CEO of Anders Media Inc. seeks Assistant. One-year previous industry/agency experience is required. Candidates must be motivated, detail-oriented, and excellent at multi-tasking. Must have a strong interest in music, film/television production. Responsibilities include answering phones, scheduling, coordinating travel, and project-related research and tracking. Please send qualified resumes to [andersmediainfo@gmail.com](mailto:andersmediainfo@gmail.com)
- Oct 22 Omnipop Talent Group is seeking an Assistant to two Comedy Talent Managers. Management or agency experience and a passion for comedy is a must. Typical assistant duties include rolling calls, scheduling, coordinating auditions, and general administrative support. Strong organizational skills, attention to detail and ability to multi-task are required. Knowledge of Microsoft Office, video editing and Wix are a plus. Please email resumes to [caroline@omnipop.com](mailto:caroline@omnipop.com)
- Oct 22 Solstice Studios is seeking a hybrid Assistant/Creative Executive. This assistant will provide administrative support in a fast-paced environment to the Senior Vice President, development and production, and hustle as a creative executive. Requirements are: agency experience, excellent writing skills, fastidious attention to detail, knowledge of industry players, friendly phone demeanor, professionalism, accountability, high performance. Send resumes and cover letter to [solsticejobapp@gmail.com](mailto:solsticejobapp@gmail.com)
- Oct 22 Business Affairs seeking part-time Coordinator. Must have a minimum of two years of experience in the entertainment industry as a legal assistant at a production company or law firm. Must be a team player with a can-do attitude. Needs the ability to handle all contract administration responsibilities in connection with development, production, and financing of motion pictures, podcasts and television productions. Please send current resumes to [jobs@imperativeentertainment.com](mailto:jobs@imperativeentertainment.com)
- Oct 22 Seeking Assistant to support two Managers. Candidate should be driven, computer literate, detail-oriented and creative with strong communication skills. Entertainment experience and excellent computer skills are mandatory. Agency experience a plus. Editing software experience is a plus. Responsibilities include heavy phones and client interaction, scheduling, filing, etc. Email resume, cover letter and references to [don@authenticM.com](mailto:don@authenticM.com)

- Oct 22 Mainstay Entertainment a high-level management/production company is seeking an Executive Assistant to Partner and Manager. One-year agency/management experience required. Duties include heavy phones, maintaining schedules & appointments, client submissions, booking travel, script coverage. Ideal candidate is proactive, resourceful, honest, strong work ethic, and wants to be a manager. Experience in Microsoft Suite, InEntertainment, Active Pitch preferred. Email resumes to [nikki@mainstayentertainment.com](mailto:nikki@mainstayentertainment.com)
- Oct 22 Wondery is looking for a full-time Coordinator/Office Assistant to join the Los Angeles Operations Team. This role works cross-functionally to ensure the office functions smoothly and the CEO gets out the door for his meetings. We are looking for a hyper-organized self-starter, who learns swiftly, thinks critically and is enthusiastic about working with a quickly growing global brand. Reply to [Careers@wondery.com](mailto:Careers@wondery.com)
- Oct 22 Untitled Entertainment seeks an Assistant for two Vice President Talent Managers with excellent work ethic and eager to learn. One-year entertainment experience is required. Candidate should be comfortable interacting with high-level clients with excellent time management skills. Responsibilities include rolling calls; coverage; heavy scheduling & calendar management for executives and talent with logistics; administrative & client support; scheduling auditions and coordinating with casting directors, publicists, & productions. Send resumes to [managementassistantopp@gmail.com](mailto:managementassistantopp@gmail.com)
- Oct 22 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. Send resume to [careers@buchwald.com](mailto:careers@buchwald.com)
- Oct 22 Animated Adult Swim series seeks a full-time Office Production Assistant. Applicants must have a four-year degree, valid Driver's License, and excellent written and verbal communication skills. Duties include general organization of the office, running errands, and answering/keeping track of phone calls. Please send resumes and cover letters to [jobs.hothouse@gmail.com](mailto:jobs.hothouse@gmail.com)

- Oct 22 Flame Ventures, a Film & TV production company with first look at Anonymous Content is hiring a Creative Executive/Executive Assistant. Candidates should have relevant experience and an interest in becoming a producer. Position is responsible for some general administrative and creative executive duties and ideal for someone wanting to grow in development at a high-volume company [flameventuresce@gmail.com](mailto:flameventuresce@gmail.com)
- Oct 22 The H Collective is seeking an Executive Assistant to support the President of Production. Core responsibilities include managing phone sheet and rolling calls, coordinating internal and external meetings, heavy administrative and light personal tasks as required. This is a very busy, high-volume desk. The ideal candidate is detail-oriented, proactive, thoughtful and passionate about filmmaking. A year of traditional industry experience is preferred but not required. Please send resumes to [schuyler@thehcollectivefilms.com](mailto:schuyler@thehcollectivefilms.com)
- Oct 22 The Voiceover Department is seeking a self-motivated Assistant with a strong work ethic. Excellent interpersonal, computer savvy, energetic, multitasker, and professional and focused in a detail oriented, communication skills are a must. Tasks include heavy phone calls/emails, scheduling, filing and recording/directing daily in-house voiceover auditions. Need to foster a supportive rapport with clientele, as well as keep calm in high pressure/quick turnaround situations. No actors please. Email resumes to [talentagencypositions@gmail.com](mailto:talentagencypositions@gmail.com)
- Oct 18 Fremantle US is seeking an Executive Assistant to support Senior Vice President. Responsibilities include, manage heavy call volume, scheduling and manage calendar, expense reports, arrange travel, special projects. Must be passionate about all things unscripted television and content with an entrepreneurial spirit. One year of agency experience required. Send resumes to [jobs@fremantle.com](mailto:jobs@fremantle.com)
- Oct 18 Boutique Celebrity & Influencer Branding agency hiring a Coordinator. Great opportunity to learn about celebrity endorsements and work in a hands-on environment. Must be a self-starter, detail-oriented, have excellent interpersonal skills and a great attitude. Entertainment experience a plus. Must submit resumes with cover letters. Please include why you are interested and why you are a great fit. Email: [celebritybrandingcoordinator@gmail.com](mailto:celebritybrandingcoordinator@gmail.com)

- Oct 18 Joel Stillerman is looking for an Executive Assistant to join Content Superba's growing team. A passion for storytelling in all forms is a must as well as an open mind, an entrepreneurial spirit, with a "roll up your sleeve" attitude. This is a great opportunity to play both an assistant and creative role. You will be asked to manage phones, schedule, travel, expense reports, manage office organization, coordinate festivals, maintain project logs, lists and submissions, and write coverage as you will to read incoming submissions. Send resumes to [sm@contentsuperba.com](mailto:sm@contentsuperba.com)
- Oct 18 Fierce Baby is seeking a full-time Assistant to their TV & Feature executives. This is a very busy & creative desk for two executives with duties that include phones, scheduling, script coverage, and more. The perfect candidate must be incredibly organized, a self-starter, with deep passion for development for both TV & Film. Candidates should have at least one year of experience on an agency or production company desk - familiarity in TV scripted development is a plus. Email resumes to [fbtvassistant@gmail.com](mailto:fbtvassistant@gmail.com)
- Oct 18 Beverly Hills literary TV/film & talent management firm seeking qualified candidates for an Assistant in the literary department, with a potential path to becoming a junior manager. Duties include, but are not limited to rolling calls, submissions, scheduling, organizing, script coverage, and other general office duties. Agency or management experience is a plus. Please send a cover letter and resume with Literary Assistant in the subject line to [asst@shereequitarent.com](mailto:asst@shereequitarent.com)
- Oct 18 6th & Idaho is looking for an additional Assistant to work with Adam Kassan, Rafi Crohn and a still to be determined new TV executive. Agency or studio experience mandatory. Heavy phones and scheduling as well as coverage, notes, lists, grids, and tracking needed. Must have a passion for both film and TV, an eye for emerging talent, and a killer work ethic. Please send resumes to [sixthandidahoassistant@gmail.com](mailto:sixthandidahoassistant@gmail.com)
- Oct 18 Fremantle US is seeking an Executive Assistant to support the Scripted Production Team. Responsibilities include manage heavy call volume, scheduling and manage calendar, expense reports, arrange travel, special projects. Must be passionate about all things scripted television & content with an entrepreneurial spirit. One year of agency experience required. Send resumes to [jobs@fremantle.com](mailto:jobs@fremantle.com)

- Oct 18      Alchemy Entertainment is seeking an Executive Assistant to the President. Candidate must be able to work extremely well in a fast-paced environment and be able to handle heavy phones and scheduling. Self-starter and organizational skills are a must. Candidate will be working closely with clients as well as some personal tasks. At least one year of agency/management experience strongly preferred. Looking for someone to start right away. Please send resumes to [TalentMgmtAsst@gmail.com](mailto:TalentMgmtAsst@gmail.com)
- Oct 18      Chief Executive Officer of Anders Media Inc. seeks assistant. One-year previous industry/agency experience is required. Candidates must be motivated, detail-oriented, and excellent at multi-tasking. Must have a strong interest in music, film/television production. Responsibilities include answering phones, scheduling, coordinating travel, and project-related research and tracking. Please send qualified resumes to [andersmediainfo@gmail.com](mailto:andersmediainfo@gmail.com)
- Oct 11      Entertainment PR agency based in Hollywood is seeking a highly motivated and detail-oriented Coordinator who will work across producer, television, podcast, and event clients. One to two years of administrative experience and/or agency experience is preferred. Responsibilities include scheduling, media list building and research, media coverage tracking, building itineraries, handling phones and client interface. Please send resumes to [info@metropublicrelations.com](mailto:info@metropublicrelations.com)
- Oct 11      A leading talent and entertainment company is seeking an Events Assistant to join the Global Corporate Communications team. Responsibilities include assisting the Events Manager in maintaining and tracking all events logistics; serving as a point of contact for external and internal events and managing multiple projects at once while thriving in a project-heavy, fast-paced environment. Please apply online [https://unitedtalent.wd5.myworkdayjobs.com/en-US/UTA/job/Los-Angeles/Events-Assistant\\_R510](https://unitedtalent.wd5.myworkdayjobs.com/en-US/UTA/job/Los-Angeles/Events-Assistant_R510)
- Oct 11      Picture Perfect Federation is seeking an Assistant for their LA office. Assistant will oversee office management with coordinator across television/features. Duties include managing phones, supporting two partners, and reviewing submissions. Candidates should be organized, proactive, excellent communicators, and good under pressure. Previous assistant or agency experience required. Fluency in French is a plus. Please email cover letter/resume with subject: Assistant Application - Your Name to [usoffice@fedent.com](mailto:usoffice@fedent.com)

- Oct 11      Looking for an Executive Assistant to support the Founder and CEO of luxury eCommerce home brand. Schedule internal/external meetings, travel, and project management. Bachelor's degree and previous assistant or agency experience required. Must be proactive, with the ability to self-manage and work independently. Strong communication and ability to seek out appropriate resources when necessary and utilizing them efficiently and intelligently. Strong Excel a must. Email resumes to [heathert@bensoleimani.com](mailto:heathert@bensoleimani.com)
- Oct 11      Talent Partner/Manager at Anonymous Content looking for a Co-Assistant. This is not a starter desk. All applicants must have at least a year assistant experience (agency/talent experience required). Must be highly motivated, detail-oriented with superior organizational/communication skills to multi-task in a fast-paced environment. Job responsibilities include handling client appointments, managing travel/schedule for manager and clients, heavy phones and overall office upkeep. Send resumes to [sandraassist@anonymouscontent.com](mailto:sandraassist@anonymouscontent.com)
- Oct 11      Public Relations firm seeks a full-time Executive Assistant to the President/Owner. Ideal candidate is highly motivated, has excellent writing skills, social media experience, organized and can handle a fast-paced environment. This individual will assist with rolling calls, scheduling, managing personal calendar, coordinating travel, office management duties, drafting press releases, liaising with studios and talent. Office located in Century City. Please email resumes to [ethan@sra-pr.com](mailto:ethan@sra-pr.com)
- Oct 11      Boutique Below-the-Line talent agency seeks an Assistant/Coordinator to support two agents. Candidate should be self-motivated, quick-thinking, able to juggle multiple responsibilities with a strong emphasis on organization and an unwavering attention to detail. Duties will include phones, drafting deal memos, updating client resumes, scheduling client meetings, and corresponding with major production companies for television and features. Email resume and cover letter within the body of your email to [tmassistantjob@gmail.com](mailto:tmassistantjob@gmail.com)

- Oct 11 STX Entertainment is currently in search of an Executive Assistant to support the Chairman of the Motion Picture Group. The ideal candidate would be personable, detail-oriented, sharp, and can juggle multiple tasks. The position requires an ability to interact with staff at all levels in a fast-paced environment while remaining flexible, proactive, resourceful and efficient. Minimum two years of previous entertainment experience required, agency/management experience a plus. Send resumes to [recruitment@stxentertainment.com](mailto:recruitment@stxentertainment.com)
- 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 skills required. Bilingual a plus. Email resumes with subject line "Executive Assistant – Inclusion" to [careers@warnerbros.com](mailto: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](mailto: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 agency desk, management company or casting office. Must be able to do light video editing. Responsibilities include heavy phones, travel coordination for Manager and clients, handling client needs and scheduling appointments. Great growth potential. We use InEntertainment and it would be great if you were familiar with this program. To apply please send resume and salary expectations to [don@AuthenticM.com](mailto:don@AuthenticM.com) and [brantleyasst@authenticM.com](mailto:brantleyasst@authenticM.com)

- 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:christian@jos-ent.com)

## PERSONAL ASSISTANT POSITIONS

- Oct 22                      Film Director seeking Personal Assistant. Must be tech savvy with Mac, social media, apps, phones, and video editing. Regular tasks include light cooking, personal errands, supervising house vendors, medical billing, taking care of dogs, light laundry, house-sitting. Must be able to get it done with minimal supervision. Resumes and references to [greatpersonalassistant1@gmail.com](mailto:greatpersonalassistant1@gmail.com)
- Oct 22                      Established Writer/Producer juggling various projects seeks an organized Personal Assistant with some entertainment industry experience. Must be able to handle diverse tasks which include buying supplies, scheduling, researching, note-taking, and coverage of books and TV and film scripts. Story sense, social media savvy, and some fluency in Spanish, French or Arabic a plus. This is a paid, part-time position. Please email resume to [Retracinc@icloud.com](mailto:Retracinc@icloud.com)
- Oct 22                      Writer/producer & Author (husband & wife) seeking Personal Assistant to manage their home office and property. Currently living in Agoura Hills but will be moving to Camarillo early next year. Duties include scheduling meetings and appointments, booking travel, social media management, caretaking of pets, and physical odd jobs. Lifting required. Car required. Working knowledge of apple products required. Experience with graphic design and video editing a plus. 25+ hours/week. Please submit resume and cover letter to [agouraassistant@gmail.com](mailto:agouraassistant@gmail.com)
- Oct 22                      Newly relocated from Actor from Canada seeking part time help with research, calendar management, booking travel and communications/home office organization including technical support with social media/publicity. Familiarity with Canadian and American Indian experience a plus. Must work flexible hours, travel (on occasion) and have own transportation and a driver's license. International Travel documents are desirable. Please send resume including employment references to [matwepahpik@gmail.com](mailto:matwepahpik@gmail.com)

- Oct 18 Actor/Comedian is seeking qualified candidates for a full time Personal Assistant position based in Los Angeles. Duties will include scheduling, travel, as well as running business and personal errands. Candidates must be organized and have stellar editing and social media skills. Please send resumes to [assistantjobla2019@gmail.com](mailto:assistantjobla2019@gmail.com)
- Oct 18 Producer Barry Mendel seeks full-time Assistant. Must write well and have strong creative abilities. Assistant skills are required to: handling phones, scheduling, organization, etc. Will work in office and possibly on set too. Please send resumes and cover letters to [producerasst123@gmail.com](mailto:producerasst123@gmail.com)

## **PUBLIC RELATIONS, MARKETING, ADVERTISING POSITIONS**

- Oct 18 MedMen is looking for a Marketing Associate who will work under the direction of the Vice President. MedMen was created with a simple vision; cannabis as a consumer product. Today, MedMen is the most dominant cannabis enterprise in the emerging legal marijuana industry. Email resumes to [jplassistant@unitedtalent.com](mailto:jplassistant@unitedtalent.com)

## **MUSIC INDUSTRY POSITIONS (INCLUDING INTERNSHIPS)**

## **DIGITAL, SOCIAL MEDIA POSITIONS**

## NON-LA POSITIONS

- Oct 22      Food Network is looking for Administrative Assistant in New York. We are looking for someone who is either hungry to learn and is okay with being in this role for at least one year and a half years or a career/professional assistant. Responsibilities include providing administrative support to the entire Food Network development and programming department, directly assist five executives including: scheduling, travel, expenses, and department meetings. Resumes to [ALAssistant@unitedtalent.com](mailto:ALAssistant@unitedtalent.com)
- Oct 18      Seeking Assistant to support two Digital Talent Managers in New York. Candidate should be driven, computer literate, detail-oriented and creative with strong communication skills. Entertainment experience and excellent computer skills are mandatory. Agency experience a plus. Editing software experience is a plus. Responsibilities include heavy phones and client interaction, scheduling, filing, etc. Email resume and cover letter to [don@authenticM.com](mailto:don@authenticM.com).

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

## INTERNSHIPS

- Oct 22      Artists First is seeking Spring Interns for our Los Angeles office. Interning requires a strong degree of multi-tasking, sharp focus details, the ability to work in a fast-paced, client-driven environment. Be a team player, self-motivated and willing to learn. Script coverage expectation. Must be articulate, with excellent communication skills. We require at least two full days a week. School credit is mandatory. Please send resumes to [rg@artistsfirst-la.com](mailto:rg@artistsfirst-la.com)

- Oct 22 Gersh seeks Mailroom Trainee for their Talent Department. The position provides excellent potential for growth/upward mobility. Responsibilities include delivering mail and packages, printing scripts/grids, printing and distributing breakdowns, editing reels for talent, rolling calls, providing administrative and client support, script coverage. Ideal candidate: personable, detail-oriented, motivated, excellent communication skills, calm under pressure and have excellent work ethic. Bachelor's degree required. Email resume and cover letter [careers@gersh.com](mailto:careers@gersh.com)
- Oct 18 Roadside Attractions is looking for Spring 2020 Interns. Interns will be exposed to numerous aspects of independent film production and distribution. Specific duties will include writing script coverage, updating databases, compiling press breaks, and completing ad hoc projects. This is a paid internship. Please submit a resume and cover letter with your days of availability to [rsacareers7920@gmail.com](mailto:rsacareers7920@gmail.com)
- Oct 18 Winter/Spring Interns needed at Boutique Talent Agency representing Talent and Influencers for branding & celebrity endorsements. Ideal candidates are resourceful, great at research and organized. Must be able to start January/February 2020. Internship for school credit only. Please submit resume with a cover letter. Must include why you are interested and also why you are a great fit to apply. Email: [celebritybrandingcareer@gmail.com](mailto:celebritybrandingcareer@gmail.com)
- Oct 18 The Radmin Company seeks an intelligent, creative Intern with a sense of humor. Must be available Tuesdays and Thursdays and have a car and laptop. Looking for a three-month commitment. 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 line to [jobs@radmincompany.com](mailto:jobs@radmincompany.com)
- Oct 11 6th & Idaho, Matt Reeves' Company, seeks Intern for Wednesdays and Thursdays. We're currently in post on an Amazon series, production on a Netflix series, and preproduction on a few films. Interns will be expected to read and evaluate incoming submissions, give feedback on existing projects and provide administrative support. This is a paid internship. Prior internship experience preferred. Must have a car. Apply to [6intern@gmail.com](mailto:6intern@gmail.com)

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](mailto:studiocanalasst@gmail.com)

**\*Follow UTA on [Twitter](#): @unitedtalent**  
**\*Follow UTA on [Instagram](#): @unitedtalentagency**  
**\*Like UTA on [Facebook](#): @UnitedTalentAgency**  
**\*Follow UTA on [LinkedIn](#): @United Talent Agency**

**DISCLAIMER:** You use this information at your own risk. You understand and agree that you bear all risks associated with your use of the information contained in the UTA job list. You acknowledge and understand that UTA does not pre-screen, investigate, or approve the information listed in the job list or the reliability of the employers. UTA provides no warranties as to the accuracy of any information in the UTA job list. UTA will not be liable in any way for any information in the job list or for any loss or damage or personal or emotional or property injury of any kind incurred as a result of your use of any such content.

**NOTE:** The UTA Job List is intended for the personal use of its recipients. Mass forwarding or redistribution of this email or posting of this list or any information derived from the list on any web site or message board in its entirety or in part without the written permission of the list administrator is neither permitted nor within the spirit of the efforts put into its creation. **Copyright 2019 by UTA All Rights Reserved**