

# UNITED TALENT AGENCY

## Entertainment Job List

(As of 4/26/06)

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

### **EXECUTIVE/MANAGEMENT/STORY EDITOR LEVEL POSITIONS**

Director, Strategic Planning and Marketing- G4TV- Oversee and develop promotion and media planning and the allocation of On-Air promo's, paid for and bartered media and interface with depts to ensure priorities are met. Background: Extensive background in marketing/promotion/on air at television network. Strategic Planning a must. An in-depth knowledge of and interest in the media habits of young men 18-34. [www.g4tv.com](http://www.g4tv.com) for full job description. Submit resumes to [jobs@g4tv.com](mailto:jobs@g4tv.com)

Product placement and promotions agency specializing in Film, Television and Video Games looking for a junior project manager. Primary responsibilities include: Evaluate scripts in prod for placement opportunities; Coordinate w/ productions & studios to execute placements; Help track the latest placement and marketing trends; Mac and Office proficient. Working knowledge of studio system and entertainment necessary. Submit to [Daphne@propagandagem.com](mailto:Daphne@propagandagem.com) or fax 310-202-2303.

Comedy management company that represents A-List talent looking for Junior Manager in the personal appearance department. Seeking someone with strong selling skills and a love for comedy. Must have great work ethic and be a team player. Some experience preferred. Please email resume and cover letter to [comedyposition@yahoo.com](mailto:comedyposition@yahoo.com). 4/26

Celebrity endorsement and appearance agent wanted. Agent will work with celebrities in the areas of appearances and endorsements. Salary: \$45,000 a year plus bonuses. Working with corporate accounts and advertising agencies on a daily basis doing negotiations, account servicing/contract preparation. Previous experience mandatory in celebrity bookings, advertising agency biz, & convention booking world. Serious inquiries only please! Send cover letter, resume, references, and salary history to: [erik@idtalent.com](mailto:erik@idtalent.com). 4/21

Boutique talent management company seeks manager; or junior manager who's ready to move up; or talent agent who wants to become a manager. Must have industry contacts and references. Email cover letter and resume/references to [elizasee67@yahoo.com](mailto:elizasee67@yahoo.com) 4/21

Inferno Distribution is seeking an in house lawyer for our busy independent production company with financing and foreign sales departments Responsibilities will include closing financing, executing talent agreements, deal memos, and international distribution agreements. Company is making 4 -6 pictures per year. Wanting someone with at least two years of experience in business affairs at a company with financing and foreign sales components. Please e-mail Nick Brondo at [brondo@inferno-entertainment.com](mailto:brondo@inferno-entertainment.com) with cover letter and resume. 4/12

Fast-paced Independent Motion Picture Company seeks V.P. of Production. Candidate will be responsible for all physical and financial aspects of production, including supervising and hiring of key crew, budgeting, scheduling, cost reporting, overall production management and general supervision of post-production. Must also have extensive working knowledge of tax incentives in the U.S. and abroad. Qualified candidate should have at least ten years managerial and production experience in the motion picture industry. Please email resume and cover letter to [vpproductionjob@gmail.com](mailto:vpproductionjob@gmail.com). 4/12

Great opportunity for strong manager with years of experience to run very reputable L.A. boutique talent management company, as we are expanding to east coast and opening a production company as well. Compensation will be base salary + percentage of clients' bookings, will also take part in production ventures and become bi-coastal manager with opening of NYC office. Prefer those with strong existing clientele, must have established relationships in the industry. Resumes to: [bluemaxent@comcast.net](mailto:bluemaxent@comcast.net). LA based. 4/5

Assistant Director needed to help manage thriving post secondary digital video production program. Must have 4+ years film/television industry experience. Academic administration and/or teaching experience is a must. MFA preferred. Qualified candidates must have strong interpersonal, organization, and project management abilities, also an eagerness to interact with a diverse student body. Competitive salary + benefits. Please send resumes and cover letters to [MPTVjobs@yahoo.com](mailto:MPTVjobs@yahoo.com). 4/5

Boutique talent management company seeks experienced assistant/Jr. Manager with agency or management background only. Ideal candidate is office professional, detailed oriented and experienced in Word and Excel. Experience in InEntertainment a

plus. Seeking highly motivated individual who anticipates problems and takes initiative to find solutions. Great opportunity for advancement. Contact [ActingManager@aol.com](mailto:ActingManager@aol.com) 4/5

Greene & Associates Talent Agency is adding a TV/Film agent to cover 40 - 60 accounts. Seeking high energy, ambitious, bright and detailed oriented person. We are interested in someone who has been an agent for several years. Base salary plus generous commission package. Growth potential unlimited. Please email inquiries to: [michael@greentalent.com](mailto:michael@greentalent.com) 4/5

## **ASSISTANT LEVEL**

United Talent Agency (UTA) seeks candidates for its agent trainee program. Previous industry experience and bachelor's degree is preferred. Candidates must be motivated, extremely detail oriented, have excellent communication and organizational skills and a desire to learn the business of talent representation. This is a demanding environment with excellent opportunities to work in Film, Television, Music, New Media and Entertainment Marketing. Proficiency with Microsoft Office software is mandatory. Compensation includes overtime and full benefits. References required. [www.unitedtalent.com](http://www.unitedtalent.com) for more information. Fax cover letter & resume to (310)247-1111 or email to HR@unitedtalent.com. Attn: Human Resources. No calls.

New Media Inc. a production co. from one of the Myspace co-founders seeks assistant to VP of Content Development/Production. Ideal candidate is knowledgeable about new media and wants to learn the ins about creating video programming for new media platforms including cell phones, ipods, and the internet and also has agency or prod. exp. Standard asst. duties + input in creative decisions. Email: [newmediaasst@yahoo.com](mailto:newmediaasst@yahoo.com) subject line: new media asst. 4/26

Major Video Game Publisher is seeking an Executive Assistant. Candidate must be extremely organized, have a strong attention to detail, be technically proficient in Word, Excel, Powerpoint, Project, Photoshop, and must have at least a year's worth of experience assisting an agent, manager or studio executive. Position is for a contract employee with potential for full-time. Please email your resume and a cover letter to: [resumes\\_1630games@yahoo.com](mailto:resumes_1630games@yahoo.com) 4/26

Great second job. Feature film director and screenwriter looking for assistant to run their office. Applicants must have at least 1 year of industry experience, be computer savvy, have a professional phone manner, and competent writing skills. A strong ability to prioritize, multi task and organize a must. Please email resume to: [rollercoasterfilms@adelphia.net](mailto:rollercoasterfilms@adelphia.net), subject line to read "Assistant Position" 4/26

Warner Bros. Television seeks Legal Secretary. Phones, scheduling, proofing, prepare docs. Previous studio, television and Legal/Business Affairs exp. desirable. Legal secretarial background preferred. Typing: 50 wpm. Knowledge of Windows, Excel, & Word. Knowledge of report and letter format. Multiple tasks for several directors in fast paced environ. Apply at: [http://www.timewarner.com/corp/careers/jobtools\\_us/search\\_tp.html?partnerid=391&siteid=5161&codes=ZNGIT.59219BR](http://www.timewarner.com/corp/careers/jobtools_us/search_tp.html?partnerid=391&siteid=5161&codes=ZNGIT.59219BR)

Assistant needed for two bosses; the Head of Production and VP of Finance for a major TV production company. Candidate should have strong written and verbal communication skills, experience with Windows and Outlook, and have one to two years experience in entertainment. There is huge opportunity for growth for the right candidate. Please e-mail a cover letter and resume to [prodjob2006@yahoo.com](mailto:prodjob2006@yahoo.com) if interested. 4/26

Assistant level position for Reveille/a leading independent production & distribution company. Assistant to executive responsible for sourcing intellectual property, developing and creating new TV concepts, coordinating sales and marketing on behalf of new programming, and working with advertisers to secure financing for television properties. Prospective candidates must be detail oriented, quick studies, hard working, willing to work long hours, and have a passion for both business and creative aspects of television. Email resumes to [reveillehr@reveillellc.com](mailto:reveillehr@reveillellc.com). 4/26

Executive Assistant needed for Manager/Producer. Previous assistant experience in management or agency is required. Must be PC proficient. Responsibilities include heavy phones, scheduling/communicating with clients. Ideal candidate is dedicated and reliable with career aspirations in talent management/production. Must be a team player, with flexible schedule (long hours) and able to deal with high profile clientele. Fax or email resume, cover letter and salary requirements 818-295-5099/talentjobs@nwe.com.

Established mid-size Lit and Talent agency seeks assistant/part-time bookkeeper (30%). Requires reliability, confidentiality and attention to details. Must be organized, able to handle phones, manage client relations and have strong admin and communication skills. Agency works mainly in Word, Excel & Outlook. Oasis experience a +. Start June 1st. This is not for someone recently out of college (do not submit if you are). cover letter & resume to [gorgal@shapiro-lichtman.com](mailto:gorgal@shapiro-lichtman.com). 4/26

Fast paced talent agency seeks polished, skilled and energetic assistant for an agent trainee position. Ideal candidate is extremely bright and motivated with the ability to multi-task under pressure. Excellent phone, computer and communication skills a must. Prior entertainment experience a must. Salary negotiable. Send resume to [luckyapril3@yahoo.com](mailto:luckyapril3@yahoo.com)

Management/Production co seeks assistant to partner. Must have excellent phone, communication and people skills, as well as a sense of humor. Must have knowledge of Microsoft Word, Outlook and Excel, and strong typing skills; Mac proficiency is also plus. Prior industry experience a must. Looking for organized, detail oriented, person w/strong desire to learn management and/or production business. Potential room for growth. Resume and salary history to [ruth@generateLA.com](mailto:ruth@generateLA.com). 4/26

Beverly Hills based international film financing firm, with major studio and independent client roster, is seeking to fill an entry-level assistant position. Duties to include assisting executives in administration of films in production and distribution, research, filing and general office work. Must be highly organized. Job requires proficient computer skills (Word, Excel, Powerpoint, Publisher, Photoshop, etc.). Fax resumes, attn: Christin, to (310) 205-2495. 4/26

Boutique Management Company seeks an F/T assistant with some previous experience a plus. Must be computer literate, detail oriented, and able to multi-task. Will work closely with casting offices, agencies and clients co-coordinating material and appointments. Must be a champion at admin. duties. Must have desire to work in talent management. Email cover ltr & resume to [assistantmanagertalent@yahoo.com](mailto:assistantmanagertalent@yahoo.com)

Top Agency has an opening for ½ assistant and the other half Website Content Manager. Duties include processing purchase orders, expense reports, scheduling and answering phone calls. Four-year degree, excellent interpersonal skills, administrative background required along w/experience in: Microsoft Office, Dreamweaver and Photoshop. Competitive compensation includes OT/benefits. Cover letter, resume to [bhcareers@wma.com](mailto:bhcareers@wma.com) or fax (310) 859-4205. Ref jobcode: WMITASST 4/26

High profile commercial production company, seeks experienced Director's Assistant. Must have Mac proficiency and knowledge of photo shop a plus.. Please fax resume to 323.782.8562 4/26

The Gersh Agency is looking for an assistant to a TV Literary Agent. Applicants must be smart, motivated, hard-working, detail oriented and able to multi-task in a fast-paced environment. Candidate should have an interest in the TV business. Industry experience, particularly as an assistant, is preferred. This is a great opportunity to learn how the television industry operates. Please e-mail cover letters and resumes to [gershtvlitasst@yahoo.com](mailto:gershtvlitasst@yahoo.com) 4/26

Assistant/Receptionist needed for a boutique talent agency with high profile clientele. Seeking someone with experience who is detail oriented, hard-working, organized, and is able handle heavy phones. Please email resumes to [asst4agency@gmail.com](mailto:asst4agency@gmail.com)

Well-established, mid-size talent and lit agency seeks experienced full-time assistant for literary dept. Will deal directly with writers, producers, and directors on a busy desk with heavy phones. Ideal candidate must be responsible, organized, self disciplined, and able to multi task. Wonderful opportunity for right person. Great opportunity to learning the literary side of business. Last good assistant promoted. Full benefits package after 90 days. Fax resume to 310-556-4399. 4/26

Assistant needed for Director of Talent for 'The Comedy Festival', Las Vegas - based out of HBO in Santa Monica. Experience and interest in the comedy world preferred. Must be extremely organized, detail oriented, and able to handle multiple responsibilities in a fast paced work environment. Travel required. Computer, word processing, & excellent communication skills mandatory. Email resume and cover letter to [rachel.rusch@hbo.com](mailto:rachel.rusch@hbo.com), or fax to (310) 382-3796. 4/21

Small production company with studio deal in search of assistant. Ideal candidate will be hard working, have 9 mos -- 1 year experience, easy going/sense of humor, on top of their game. Typical duties: phones (2 bosses), scheduling, expenses, travel, etc. Work closely/creatively with bosses, DOD, talent: ability to find and run with your own projects, access to developing existing projects. Excellent training ground for aspiring DOD/CE, or producer. Company is taking on high profile projects for 2006/2007. Great bosses, great benefits. Fax: 310.255.7020 4/21

Management/ Production Company seeks Executive Assistant for CEO. Must be efficient and thrive in a fast-paced, highly stressful environment with the ability to handle strong personalities. Excellent communication/ organizational skills, knowledge of industry execs a must. Two years desk experience minimum. Heavy phones, orchestrating meetings, appointments, client relations, etc. Submit short cover letter. Attach resume and two industry references. Email: [reception@mediatalent.com](mailto:reception@mediatalent.com) with "Executive Assistant" in the subject line. 4/21

Office Asst/Asst. to EVP needed in fun, busy, small entertainment co. in Beverly Hills. Prepare/maintain acquisition reports, incoming/outgoing film and script submissions, script coverage and analysis. Assist prod. coordinator in delivering materials

to clients/buyers, monitor sales and office inventory, computer network and database. Answer phones, receive clients, scheduling. A great position for a motivated individual interested in learning various aspects of cable/TV business. \$20,000-\$25,000 DOE. Send resume to [amy@brainmedia.com](mailto:amy@brainmedia.com) 4/21

The Broder Webb Chervin Silbermann Agency, a Literary Agency, is seeking Lit and Music Agent Assistants. Primary responsibilities are rolling calls, heavy appointment setting and scheduling calendar. Candidate must be very organized. Pay is industry standard plus overtime. Resumes and cover letters should be e-mailed to [resumes@bwcsagency.com](mailto:resumes@bwcsagency.com). 4/21

Fenton / Kritzer Entertainment, a multi-faceted talent management company is looking for a hard-working, motivated assistant with an interest in talent management. Experience preferred. Resumes to Jen Fax: 310 358 3831 Email: [Jennifer@fkent.com](mailto:Jennifer@fkent.com)

Seeking assistant to producer/CEO of independent feature film & television production company. Standard assistant duties apply, including personal assistant duties. Ideal candidate will be eager, thick-skinned, able to think on his/her feet, and will have a working knowledge of studios, agencies and the major players. Knowledge of finance a plus. Numerous feature films set up at various studios, with two currently in post, one in pre-production, and several in active development. Submit to [moebius@stonevillageprods.com](mailto:moebius@stonevillageprods.com). 4/19

Executive assistant needed by super-busy still photographer/commercial director/ head of a nonprofit ad agency. Be ultra-organized, super-efficient, friendly, computer literate, ultra-reliable and willing to work long hours and do trivial tasks when needed. Preferably with own a laptop computer - bonus points for Mac. Great work environ in Santa Monica, awesome catered lunch daily. Pay \$100-150/day, opportunity for growth. Submit short well-written e-mail w/resume to [linus@michaelfranzini.com](mailto:linus@michaelfranzini.com). 4/19

Administrative Assistant sought for creative, fast-paced nonprofit that produces media campaigns for social causes. Two years of experience in office administration and/or Associate degree, excellent command of grammar, computer proficiency, and production knowledge/experience required. Must be a tireless worker, committed to our mission, and have strong interpersonal skills. [www.publicinterest.tv](http://www.publicinterest.tv) for more info. Send cover letter and resume to [dante@publicinterest.tv](mailto:dante@publicinterest.tv). 4/19

Assistant to President of a fast-paced TV movie production company. Heavy phones, scheduling, travel coordination. Good position to learn development and producing. Must be able to juggle a lot. Westside location. Resumes to [fernouat@yahoo.com](mailto:fernouat@yahoo.com)

Assistant, VP of Development - Dynamic, creative independent prod. Co. (developers, financiers of film, television and theater) seek candidate who loves to read scripts/books and understands story structure. Company shooting two features in fall, very active on Broadway and in West End. Social/phone skills, organized, strong admin, multi-task and flexible. Great opportunity to learn and be a part of the creative process. BA degree, 2 yrs. Email: [suttonlex@gmail.com](mailto:suttonlex@gmail.com) Fax:310-281-2152.

Hallmark Hall of Fame Productions is seeking a development assistant with strong communication, reading and writing skills. Position will be responsible for heavy reading, coverage, book tracking and other general development duties. Starting late April/ early May. Please fax resumes to (818)505-0776 or send to [hhofdev@yahoo.com](mailto:hhofdev@yahoo.com). 4/19

Assistant to manager/producer at The Pitt Group in BH. Should be motivated self-starter with desire to become a Talent Manager. Be a team player, quick learner, personable w/clients, have attention to detail and strong follow-up skills. Position involves scheduling, phones, script coverage and gen office support. MAC proficiency, computer troubleshooting and online skills a must. Previous agency/Ent. Exp. required. Email resume as .PDF file [rvernon@pittgroup.com](mailto:rvernon@pittgroup.com) 4/19

TV Guide Channel in Hollywood, CA is looking for an admin assistant to two sr. executives in Development and PR. Responsibilities include: phones, paperwork and expense reports, calendars, travel, filing, faxing, preparation for events, and maintaining customer contacts database, etc. Requirements include: 3+ years exp with public relations, talent agency, or cable industry background a +. Proficiency with MS Word, Outlook, Excel and PowerPoint. BA/BS degree preferred. Email resume and salary history to [jobs01@tvguide.com](mailto:jobs01@tvguide.com). 4/19

High profile Management Company seeks a dynamic self-starter to assist running a fast-paced office. Responsibilities include administrative work (phones, scheduling, booking travel, etc); script reading & coverage; maintaining client's demo reels, press packets, etc. Must possess strong interpersonal and communication skills; ability to multi-task and prioritize; proficiency in Mac preferred. Only applicants with serious interest in becoming managers need apply. Prior industry work a must. Please email resumes to [asstjob1@yahoo.com](mailto:asstjob1@yahoo.com) 4/19

Landscape Entertainment, a very active film/tv production company based in Beverly Hills, is seeking an assistant to a development executive. Landscape has several movies in various stages of production and development and this candidate

should have industry experience, know the players, be highly organized and detail-oriented. Please send resumes to [landscape.entertainment@gmail.com](mailto:landscape.entertainment@gmail.com). 4/19

Assistant/Agent Trainee – Talent and literary agency seeks ambitious, resourceful, savvy, motivated talent assistant for 2 senior talent agents. Will have direct contact with clients, casting directors, managers in high volume office; heavy telephones. Must be resourceful, problem solver, computer literate, multi-tasker; team-player, excellent phone and org. skills and MS proficient. One year agency exp + college degree. Fax or email cover letter and resume. 323-857-4523 or [arigal@mta.com](mailto:arigal@mta.com). 4/19

Landscape Entertainment is seeking a second assistant to producer and president of extremely busy production company. This position requires someone with industry experience on a busy desk, who is thick-skinned, and is highly adept at maintaining an intense meeting schedule. Please send resumes to [landscape.entertainment@gmail.com](mailto:landscape.entertainment@gmail.com) 4/19

Assistant to Business/Legal/Operations exec. at small, A-list production company. 1-3 years entertainment transactional legal experience preferred. Position will be involved in wide range of duties (business/legal affairs, operations, finance, accounting, HR, production, post-production). Microsoft Word required. Excel, Movie Magic Budgeting preferred. Desire to learn new areas and love of the business. Self-starter, smart, sense of humor, no melodrama, bachelor's degree from good school. Please e-mail resume to [assist-job@hotmail.com](mailto:assist-job@hotmail.com) 4/19

Emmett/Furla Films is currently seeking a Personal Assistant. Job will include: travel, phones, typing, filing, script reading, and errands, as well as coordinating travel and schedule of a busy producer. Entry level position—no exp is required, but management or agency experience is a plus. Salary will be \$400-\$500/week. Interested candidates should fax his/her resume to: (310) 659-9412 attention Dal Walton or by email to [opportunities@fmlyroom.com](mailto:opportunities@fmlyroom.com) Be sure to reference “Personal Assistant Posting” in your subject line. 4/19

A boutique talent management company is looking for a hard-working, motivated assistant with an interest in talent management. Room for advancement. Management or agency experience preferred. Fax resumes to Sarah. 310 358 3251

Santa Monica-based production company/animation studio/cable network seeks experienced assistant to director/producer, currently in production on an animated feature. 2+ years on a busy desk (agency or prod background required). Typical assistant duties, heavy phones, filing, heavy scheduling, travel and some personal. Long hours, salary DOE, Mac, must love dogs, hit the ground running, have thick skin & sense of humor. Fax resume & cover letter to 310-452-0736 attn: Amber.

Baseline StudioSystems seeks entry level Representation-Researcher. Position responsible for data-entry into database. Requires research & internet savvy to locate representation information. Requires knowledge of industry; specifically agencies, management companies, publicity firms & law firms. Agency experience preferred & industry contacts helpful. Computer, research & phone skills a must. Great, independent working atmosphere; attention to detail & organization required. Salary tbd DOE. Full benefits. Email resume to [scapone@blssi.com](mailto:scapone@blssi.com). 4/19

Lit manager/producer at high-profile management company in Beverly Hills needs new assistant ASAP. Agency/mgmt co. experience required. Extremely high-volume desk serving tv/film writers/directors. Must be a computer-savvy multi-tasker with great phone skills and an excellent memory. Potential for advancement. E-mail resume & cover letter to [litmgrassist@yahoo.com](mailto:litmgrassist@yahoo.com). 4/19

Currently looking for an assistant at a new talent agency. Great opportunity for someone looking to become an agent, or looking to learn more about the film industry. Must be aggressive, self-motivated, able to multi-task, and a team player. Job responsibilities include answering phones, scheduling, and various office tasks.. General computer knowledge required. Experience preferred, but not necessary. email resumes rice@pantheontalent.com. 4/19

Assistant to a Commercial Talent Agent at ICM. Responsibilities include full admin support to sr. executive/agent. Also responsible for demo submissions, organizing all auditions to be recorded in-house, expense reports, contract paperwork, and maintain client database. Must be a multi-tasker with ability to deal with high-pressure situations. Must have agency experience. (1-year commitment required). send cover letter/resume directly to [humanresourcesla@icmtalent.com](mailto:humanresourcesla@icmtalent.com), attn: Commercial Agent Assistant Opening 4/19

Joel Stevens Entertainment Company. Well-respected talent management/prod co seeks entry-level assistant. Must be Mac, MS Office & Internet proficient; min 50 wpm. Must have superior communication and excellent writing skills; well-organized and detailed oriented. Responsibilities include phones, scheduling, script coverage, client appointments, research, project tracking, personal assistant tasks for busy executive. Excellent opportunity. Fax resume/cover letter stating your career goals, nights and weekends only to 818-509-6734. 4/19

Available immediately: Assistant to a MP Literary Agent at ICM (emphasis on comedy writers and directors). Responsibilities include phones, scheduling, submissions, creating client signing packets, arranging film festival travels, etc.... Attention to details, multi-taking, and sense of humor a must. 1-year commitment required. Must be available to start asap (no notice to current employer). Send cover letter/resume [humanresourcesla@icmtalent.com](mailto:humanresourcesla@icmtalent.com) w/subject line "Attn: Emily Rose Opening".

The Broder Webb Chervin Silbermann Agency, a Literary Agency, is seeking Agent Assistants. Primary responsibilities are rolling calls, heavy appointment setting and scheduling calendar. Candidate must be very organized. Resumes and cover letters should be e-mailed to [resumes@bwcsagency.com](mailto:resumes@bwcsagency.com). 4/19

Media Account Manager/Coordinator for Christian Media Programming: We are a postproduction and media-consulting boutique in SM. We specialize in Christian and family broadcasts/Internet. Seeking an experienced Assistant Media Account Manager/Post Production Coordinator to speak daily with clients and act as liaison w/editing, graphics, duplication, setting up a tape library, and shipping/FTPing. Organize accounts with a smile through online process to update everything. E-mail your salary history and attach resume. [TVMEDIAJOB@GMAIL.com](mailto:TVMEDIAJOB@GMAIL.com) 4/19

Studio-affiliated Prod & Financing Co seeks a full time Receptionist/Assistant candidate to support several first-look Producers. Position requires extensive knowledge of agencies and prod companies and all candidates must have excellent written, verbal, and computer skills. Duties include: phones, typing, scheduling, organizing, script coverage, research, special projects and a firm grasp on what a team player is. Fax resume to: 818-688-8090 4/14

Agent Trainee - Strong, established, Los Angeles and New York based Talent Agency with Adult & Youth Motion Picture/TV, Commercial, Voice-Over, Hosting, and Broadcast Journalism Departments seeks dedicated people for Agent Trainee Program in Los Angeles. Hard work, excellent training. Many of our agents were trainees here and promoted to agent. Undergrad degree required. Good benefits. Fax resume to HAU at 310-276-6193 or PO Box 691488, LA CA, 90069. 4/14

Award winning, fun and creative production company located in Hollywood seeks Administrative Assistant. Network projects currently in production. Duties include assisting Chief Officer of Operations with clerical work, assisting Executive Assistant with daily tasks, assisting the Development Coordinator with research projects. No job is too big or too small for you! Send Admin Assistant in subject heading and resume pasted in body of email to [scorfe@worldofwonder.net](mailto:scorfe@worldofwonder.net) 4/12

Executive Assistant needed for Head of successful film financing company. Must be extremely organized, detail oriented, a resourceful problem solver, and able to handle multiple responsibilities in a fast paced work environment. Computer, word processing, & excellent communication skills mandatory. Entertainment experience required, experience in business/legal affairs preferred. Salary/benefits commensurate w/experience. Email resume and cover letter to [FilmFinanceAsst@yahoo.com](mailto:FilmFinanceAsst@yahoo.com)

Executive Assistant to C.F.O.-Responsibilities include answering phones, scheduling, approving orders, maintaining files, draft correspondence. Liaison between company and building management. Excellent communication and organization skills, ability to multi-task, can deal with highly confidential matters, and should possess a positive and team-playing attitude. Should be proficient in Word, Excel and Power Point. E-mail or fax cover letter and resume to [lee@mosaicla.com](mailto:lee@mosaicla.com). Fax: 310-786-8984.

Top management company needs smart, resourceful and savvy assistant to literary manager/producer with minimum 1 year industry experience and bachelor's degree. Looking for someone who is poised, organized, detail oriented, computer literate, able to multi-task in a stressful environment, knowledgeable and passionate about films. Must be a champion at admin duties. Development duties include heavy reading, research, and coverage. Overtime required. Fax resume to (310) 860-8285.

Beverly Hills Production Company seeks a qualified Assistant to the EVP of Finance and Business Affairs. Responsibilities include tracking accounts payables and liaison with associated facilities. General administrative office duties. Candidate must have excellent organizational skills, attention to detail, and a positive attitude. At least one year of assistant experience is required. Finance and/or accounting experience preferred. Please fax cover letter and resume to Laurie at 310 550-5106.

Marvel Studios seeks Research Assistant. Strong knowledge of Marvel comic books and characters a must. Duties include upkeep of comic book library and video library, character and story research, lunch runs and general assistance to the film and animation departments. Excellent communication and organizational skills a must. 4 year degree required. 1 year commitment. Entry level position/salary. Previous industry internships or experience a plus. Resumes to [marvelstudiosjob@gmail.com](mailto:marvelstudiosjob@gmail.com).

Warner Bros TV pod deal seeks motivated, resourceful, connected multi-tasker to help build TV development slate for upcoming season while handling desk duties. Required: Insider knowledge of TV development process and players; at least one year on an agency or studio desk; superior coverage and phone skills; references. Candidate will work closely w/ company

president's personal assistant, providing back-up and overseeing travel, reservations, correspondence and errands as necessary. \$650-\$750/week. Position does not provide benefits. Fax cover letter and resume to: 818-954-3415

Assistant needed for busy management company with high-profile clientele. Looking for smart, super-organized individuals. Must have some experience at an agency/management company as a 1st assistant. Send resumes with cover letter to [erica@frameworkent.com](mailto:erica@frameworkent.com)

Legal Asst. reports to 2 Sr. VP's/Co-General Counsel. 9:30-6:30pm. Responsible for phones, calendars, correspondence, expense reports, travel, & detailed spreadsheet for senior execs to track international and domestic TV/Home Video agreements. Company involved w/ licensing & production w/ major studios, networks, & entertainment companies around the world. Ideal candidate proficient w/ MS Office, highly organized/detail oriented. Prefer 1 year agency/studio experience, bachelor's degree, & interest in legal field. Resumes: [resumes@dicent.com](mailto:resumes@dicent.com)

Assistant/Trainee. Lenhoff & Lenhoff, an established boutique agency and management co. representing writers, directors, producers, and cinematographers, seeks fast learner who can follow directions and stay one step ahead while multi-tasking in hectic environment. Must be responsible, organized, and efficient. Only those serious about desire to become an agent/manager need apply. Position available in May. \$475 per week, major medical insurance and 3 weeks vacation per year. E-mail cover letter and resume to [lisa@lenhoff.com](mailto:lisa@lenhoff.com)

Opening for agent's assistant with a passion for commercials and sports! Previous talent agency experience required and a bachelor's degree is preferred. Candidates must be highly motivated, detail oriented, and have excellent communication skills. Bi-lingual Spanish desired! Strong admin background in order to manage high volume of calls, email, and schedule meetings. Proficiency in Microsoft Office (PowerPoint) mandatory. Overtime & full benefits. Fax resume to 310-859-4305. 4/12

Boutique entertainment law firm seeks assistant. Requirements include phone calls/reception, coordination of attorney calendars, typing/word processing, light filing, basic office management duties, tracking client money, mail processing/sorting. Some bookkeeping experience is helpful. Applicants with pleasant disposition, are team players and have strong communication skills should fax their resumes to 310 826 7227.

Executive Assistant, Business Affairs. Organized, detail-oriented individual with strong computer skills for fast paced entertainment co. business affairs department. Proficient in Windows XP and WordPerfect 11. Send resume and salary history to: [janjaghr@yahoo.com](mailto:janjaghr@yahoo.com). 4/12

## **PERSONAL ASSISTANT POSITIONS**

Personal Assistant to clients & managers at small management co. Studio City but can work from home if prepared to accept deliveries, print, file and maintain records. Tasks vary but include travel, assisting recording artist's promoter, interfacing with managers, productions, agents, lawyers, etc. Party & gift planning, vet and multiple household coordinating. Scheduling from medical appointments to hair to gym. Often necessary to be on call off hours. Friendly environment. Workaholic tendencies helpful. [personalasst3@yahoo.com](mailto:personalasst3@yahoo.com) 4/26

Top talent manager seeks part time personal assistant. 10 hours a week at \$15/hour. email [kgarner@firmentertainment.net](mailto:kgarner@firmentertainment.net). 4/19

Full Charge Personal Executive Assistant to Television Personality and Executive Producer - Ideally a career choice professional. Main Assistant in an extremely fast paced, deadline driven environment. Balance multiple projects, control calendar, liaise with personal/ professional team. Need: articulate, discrete, professional with superior organizational and follow-up skills. Ability to function as a 'mobile office' critical. Will travel. Some weekends. Must have at least 3-4 years of industry/assistant experience. L.A. Based. E-mail your resume/cover letter to [hr3@handprintent.com](mailto:hr3@handprintent.com). Ref. UTA. 4/12

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

SM based internet co looking for Online Music Library Coordinator reporting to Dir of Online Music. Coordinate growth of TagWorld's digital music library, Purchasing decisions regarding catalogue music and new releases, Monitor and test online music search engine, Coordinate artist registration process, Monitor websites of top registered artists. Possess: B.A./B.S. degree, be knowledgeable re: all types of music, At least 1 year exp. working for record label, Internet savvy. Experience w/social networking and online music websites, proficient in MS Word, Excel. Salary approximately \$30,000, DOE. Stock options, paid health, vacation days, holidays. Send resume to [music@tagworld.com](mailto:music@tagworld.com). 4/21

Seeking conscientious, proactive, hard working assistant for personal management company for international touring and recording musical artists. Great phone and computer skills a must. Please send resume to mgmtasst\_asstjob@yahoo.com for consideration. 4/19

Personal assistant (part-time) Busy, yet personable, music composer/producer seeks part-time personal assistant, M-F, 9:30am-1:30pm (20 hours/wk). Hollywood hills/Universal City area. Must be highly organized and detail-oriented, resourceful, dependable, and self-motivated. Duties are both personal and business-related and include: Hourly wage according to experience (average \$17.50), plus reimbursement for gas etc. Persons aspiring to a full-time career as a personal assistant are particularly encouraged to apply. Cover/Resume to AssistantjobLY@yahoo.com. Begin ASAP.4/19

### **CASTING (ALL POSITIONS INCLUDING INTERNSHIPS)**

Independent CD Angela Campolla-Sanders is looking for interns for a film directed by Melora Hardin of "The Office." Unpaid but will feed you well and Coffee Bean too! prefer those with some experience but not required. Will set up and help run auditions. It's a small, fun, easy-going office. Must like dogs and cats. Email letter/resume to:actingcoach@earthlink.net (Write - 'Casting Intern' in subject line) 4/26

Quintessential Film (casting director/producer Michael Hothorn's company) is looking for an assistant to work in busy feature film casting office. Responsibilities include answering phones, setting up auditions, checking in actors. We work hard but have fun. No previous exp required, but energy and sense of humor are key. Send an email to [jeremy@quintessentialfilm.com](mailto:jeremy@quintessentialfilm.com) 4/19

### **ENTERTAINMENT PR & MARKETING (MOST POSITIONS)**

Burbank based Product Placement Agency seeks full time account coordinator. Must have dependable transportation and valid dr. lic./computer literate on Microsoft Word, Excel, Act. Must be highly energetic and aggressive w/no clock-watchers. Starting salary \$400 per wk. with perks/Medical offset after 90 days. Duties include working w/Key Production Depts.; visiting TV sets, reading scripts, maintaining client relationships. data processing. Send resume to: [vanessa@featurethis.com](mailto:vanessa@featurethis.com) 4/26

Busy Entertainment PR Firm seeks energetic, detail oriented person. Fast-paced environment. Busy phones. College Degree Required. Ent. industry experience preferred. Opportunity for advancement. Email resume w/ cover letter & salary req. to: [pr4assistant@aol.com](mailto:pr4assistant@aol.com). 4/26

Marketing Intern - Entertainment-based Interactive Company MECA-Leading entertainment/music focused interactive company seeks part-time, non-paid interns in Beverly Hills, CA. Interns should work 20 hours a week. Duties entail online grassroots marketing, management of online street team & tracking and analysis of campaigns. Applicants should be organized, dependable, and have a strong knowledge of pop and youth culture. Email resume to Daniel Cho: [daniel@meca.com](mailto:daniel@meca.com). 4/26

Assistant to the head of Theatrical Product Placement at a Major Studio. Responsibilities include day to day contact with set, prop, and wardrobe departments on films and w/agencies and corporate partners. Must be pro-active and independent, organized, detail oriented and have excellent follow up skills. Agency experience and brand familiarity or previous product placement experience preferred but not required. Must have some relevant work experience. MS Word and Excel essential. Send resume and cover letter to [mosh426@gmail.com](mailto:mosh426@gmail.com) 4/21

Associate Director of Marketing, Sundance Institute located in Park City, Utah. Manages Marketing Department, responsible for developing marketing strategy and marketing campaigns to support specific all programs of the organization; production of promotional materials; implementing Festival identity; managing the merchandising program, oversee budget over \$1.6 million in expenses and over \$1 million in revenue. Prefer nonprofit, web based marketing, 7yrs management/strategic planning experience. Send cover letter and resume to [hr@sundance.org](mailto:hr@sundance.org). 4/19

EVP of Publicity at Paramount Classics looking for an assistant immediately. Experience in publicity is required. Please email [megan.colligan@fox.com](mailto:megan.colligan@fox.com). 4/19

Sony Pictures Television ("King of Queens," "Rescue Me," "Stargate SG-1") Publicity department is looking for motivated, hard-working interns for the summer. Interns will handle back-up administrative duties for publicity department, and will aid in building press lists, researching publications, compiling mass mailings, among other small projects. Great opportunity to gain industry experience and receive college credit within busy PR department. Office etiquette is essential and preference will be given to college juniors and seniors, who are Communications/PR/Journalism majors. Fax resumes to 310/244-2004 4/19

AFI FEST's Sponsorship and Marketing Department is seeking interns. We're looking for energetic, organized people to commit 10-20 hours a week. Responsibilities include assisting in special event coordination, advertising campaign tracking, general departmental support and much more! Must enjoy juggling multiple projects with rapidly shifting priorities. This internship is a great opportunity to learn how a film festival is put together. E-mail resume to [FestSponsorship@afi.com](mailto:FestSponsorship@afi.com). 4/19

mPRm Public Relations, a leader in entertainment, technology and lifestyle pr and marketing, seeks senior account executive in its emerging media practice. Looking for someone with four + years corporate communications exp. for tech and digital media company accounts. Be knowledgeable about entertainment and technology industries, enjoy high level trade, business and analyst relationships and have excellent writing skills. Agency exp a +. Salary is commensurate w/experience. Excellent benefits. Outstanding work environment. reply to [HR@mprm.com](mailto:HR@mprm.com). 4/19

Boutique entertainment public relations firm specializing in talent seeks entry-level assistant for fast-paced office environment. Entertainment industry experience preferred, but not mandatory. Must be computer proficient, articulate, and possess strong communication and organizational skills. Responsibilities include phones, faxing, filing; client and team interaction; coordinating travel itineraries; maintaining office supplies, equipment, and press kits; designer outreach, invitation solicitation, etc. Beginning salary with room for growth. Please email resume to [ppr\\_asst@hotmail.com](mailto:ppr_asst@hotmail.com) 4/19

Jr. Publicist: Candidate must have at least one year pr experience and be proficient in Word, Outlook, Excel and Bacon's. Responsibilities include answering phones, pitching clients, writing pitches and bios, handling client's daily needs, arranging travel, writing memos, ability to work a red carpet and cover photo shoots and events. Salary: 40k Dental and health insurance Email resumes to [siri@platformpr.net](mailto:siri@platformpr.net) 4/19

### **PRODUCTION/COMMERCIAL PRODUCTION (All Positions)**

Bad Blood Days, LLC a short film with experienced crew and name actors, is looking for a production coordinator to work with the line producer/production manager through production. Shooting is three days in mid June, but prep time is needed. There is some pay. If interested please respond to [thewryan@aol.com](mailto:thewryan@aol.com) with a resume and letter of intent.

### **NON-LA POSITIONS (All Locations/All Positions)**

Active independent film and theatre producer based in mid-town New York City is looking for full time assistant. Person must be extremely detail oriented, ability to multi task is key. Job duties include heavy email correspondence, general office administrative duties, scheduling, computer troubleshooting, phones, compiling expenses, and script coverage. A great opportunity for someone looking to gain knowledge and experience in the production field. 23,500 K base plus bonuses and profits . Send cover letter and resume (in the letter body or as attachment) to [kellyatntprods@aol.com](mailto:kellyatntprods@aol.com). 4/21

Executive Assistant needed in New York City for principal at an international film financing company. Applicant needs to be proficient and savvy in using Excel. Duties involve answering phones, filing , typing memos, handling general organization of the office, reading scripts, writing coverage. Must be able to multi-task and have prior experience as an assistant in the entertainment business. Foreign languages a plus. email resumes and cover letter to: [ny\\_ny\\_job@hotmail.com](mailto:ny_ny_job@hotmail.com)

Las Vegas Entertainment/Production Co. seeks assistant that is articulate, detail-oriented, have impeccable administrative skills, computer literate (Microsoft Office, Excel, Internet), multi-tasker w/great attitude and communication skills. Responsibilities phones, filing, research, scheduling, travel arrangements and assisting 2 experienced Producers and VP of Sales. Be able to meet deadlines as well as be pro-active. Resume [jillccg@aol.com](mailto:jillccg@aol.com) or fax to 702-880-3223. 4/19

### **GENERAL OFFICE POSITIONS-RECEPTIONIST/BOOKEEPING/RUNNER/ETC.**

The Gersh Agency seeking a motivated Client Trust Accountant. Duties include BTL/Theatre Duties, process client checks, tracking client payments, collections; enter payment memos into trust, client payroll paperwork, invoicing, and client bank deposits. Knowledge of Microsoft Office required. College Degree required & entertainment client accounting preferred. Please email resume & salary history to [hr@gershla.com](mailto:hr@gershla.com). 4/26

Fast growing International commercial production company seeking an entry level person for the vault room. Technical experience in the following areas: Macintosh, Final Cut Pro, DVD Studio Pro, Photoshop, Excel, File Maker Pro, Web Compression methods, & FTP. Responsibilities include organizing and maintaining reel logs and reports, DVD authoring & duplication, printing DVD labels, technical support, managing the vault, managing digi-beta masters acquisitions and conversions, updating and posting website material. Fax resumes to 323.860.5403 4/21

Receptionist wanted at Product Placement firm in Culver. Basic office duties: phones, office managing, travel arrangements, must be computer literate. Room for advancement. Fun international company, casual atmosphere. Medical, dental, vision and 401K after 90 days. Please email cover letter and resume to: [greg@propagandagem.com](mailto:greg@propagandagem.com)

Top Notch Office Manager/Coordinator Needed: Brentwood based entertainment and business affairs company immediately seeks manager with pleasant disposition, excellent communication skills, and sense of humor. Candidate possesses strong administration background, preferably legal, and excellent communication skills. Position is multi faceted: phones, scheduling, managing office (supplies etc.); human resources; health insurance administrator; billing; accounts receivable; banking and other office requirements. Fax Resume 310-820-8130 4/14

### **INTERNSHIPS (Film and Television)**

Barry Mendel Productions (The Royal Tenenbaums, The Sixth Sense, Munich etc...) is looking for interns to start immediately as well as interns for the summer. Applicants should be hard working, with a desire to work in film. Responsibilities include, but are not limited to: script coverage, research, running errands, copying, filing and phones. Interested applicants should fax their resume to 818-733-4070 or email [Neal.Dusedau@univfilms.com](mailto:Neal.Dusedau@univfilms.com) 4/26

Intern wanted in small, cutting edge entertainment/management company specializing in youth and nontraditional sports markets. We manage leading talent in these areas and produce a number of television, event and film properties. Work hours are flexible and the dress is casual. Great opportunity for those interested in working in the entertainment or non-traditional sports. Send letter and resume with "Intern Position" in subject line to [noah@sonarla.com](mailto:noah@sonarla.com). 4/26

Independent production company Traction Media (Hard Candy) is seeking enthusiastic summer interns. The job involves supporting the staff by performing basic office duties, assisting in script development and research. Tasks range from screening incoming calls to covering scripts and participating in story meetings. Interested students can send resume and cover letter via email to [tma@traction-media.com](mailto:tma@traction-media.com), or via fax to 310-385-0771. 4/26

Scott Rudin Productions (Manchurian Candidate, School of Rock, Truman Show, The Hours, Closer, Failure To Launch). Searching for Summer 06 Development/Production Interns. We are looking for Junior or Senior college students. Great opportunity to learn the ins and outs of development at a top-tier production company. Lots of script reading and coverage, in addition to standard office duties (copying, filing, etc.). No pay, but food and compensation for mileage are provided. Please email your resume to [droman@srpla.com](mailto:droman@srpla.com) for consideration. 4/21

Guy Walks Into A Bar (ELF) is currently seeking interns with excellent communication and organizational skills. Duties include copying, phones, filing, script coverage, and occasional driving. Interns will develop industry knowledge from creative execs and assistants, as well as give feedback on developing projects. School credit required. Email cover letter & resume to [af@guywalks.com](mailto:af@guywalks.com) 4/21

High profile TV/Film Production Company looking for summer interns. Potential interns must be currently enrolled in college. Fax resumes to 310-394-5825. 4/21

Paid internship for a talent agency in Beverly Hills. The duties of the interns include: Doing submissions, computer work, making runs and other clerical duties. Good work ethic, and pleasant attitude. Mileage is reimbursed and a valid driver's license and proof of insurance are necessary. Email your resume with cover letter to [hr@paulkohner.com](mailto:hr@paulkohner.com) or fax your resume to 310/276-1083, Attention: Human Resource. 4/21

Radium, a special effects and computer graphics house is looking for interns for its Santa Monica office. Responsibilities include client services, administration, and research. Candidates must be motivated, able to interface with our clients in a professional manner, take direction well, and be willing to pitch in where needed in exchange for industry exposure. Position is for college credit only. Please fax resumes to Chris T. 310.656.0146 or email [la.intern@radium.com](mailto:la.intern@radium.com) 4/21

Management/Production company representing A- List talent in film(Superman Returns), animation (A Scanner Darkly), television (Foster's) and comic books (30 Days of Night) looking for motivated, hardworking summer interns. Duties include covering reception desk, reading scripts, comic books, and general office organization. Unpaid internship but flexible schedules, must be enrolled in full college degree program and able to receive credit. Submit a cover letter reference "Internship" and attach resume to [tsanger@quattromedia.net](mailto:tsanger@quattromedia.net). 4/19

Heyday Films, a busy film and TV production company with a first-look deal at Warner Brothers, is seeking interns. Looking for candidates who are enthusiastic, driven, take direction on the fly, but are also inventive and always willing to lend a hand w/out having to be asked. Duties include reading and analyzing scripts, office work, and covering busy development exec desks. Must be willing to put in at least 2 days a week. Email resume and cover letter to [rachel.heald@wbconsultant.com](mailto:rachel.heald@wbconsultant.com). 4/19

Archetype - a Beverly Hills based management/production company representing actors, writers and directors for film and TV - is looking for interns. This is a very hands-on internship that includes higher level tasks above and beyond answering phones. We are looking bright and ambitious people who want to get a feel for the entertainment business. College credit is preferred but not required. Please fax resume and cover letter to 310 2785694. Please make cover page attn: David. 4/19

Cutting edge film/tv production company seeking reliable interns who want to learn the business of filmmaking. Beverly Hills based company has several exciting features in development with top A-list talent. Responsibilities include: general administrative tasks, script reading/coverage, cast lists, etc. Professional demeanor and writing skills are essential. Ideal candidate should be available Mon-Wed. Contact Brett at [bbooth@bigelentertainment.com](mailto:bbooth@bigelentertainment.com) or at 310-278-9400 to apply. 4/19

Santa Monica-based production company/animation studio/cable network seeks organized, highly motivated interns. Responsibilities include general office duties, copying, runs, research, phones, faxing and more. Gain college credit and lots of exposure. Looking for 2+ days per week, commitment of 3 months. This is a non-paid internship. Please email cover letter and resume to: [hardcoreintern@yahoo.com](mailto:hardcoreintern@yahoo.com) 4/19

Shoot Productions, an aggressive Film/TV production company with a focus on the horror genre(Gingerdead Man, Doll Graveyard, Decadent Evil) seeks interns passionate about film and eager to learn. We are currently looking for: 1 Producers intern, 1 Wardrobe intern, and 2 Production interns . We provide a hands on learning environment as we currently produce 5-7 films per year . Looking for fun, easygoing, hard workers. Past interns have been hired in paid positions. Must be able to start ASAP. Car required. Email cover letter & resume ASAP to Jason at [jkorens shoot@aim.com](mailto:jkorens shoot@aim.com) 4/19

Currently seeking Film Development Intern for Production Company on the Universal Lot. Support development department with intensive internet research and ample reading/coverage. Strong writing skills, phone skills a plus. We are looking for someone to ASAP - but specific start and end dates are flexible. Hours will be between 20 and 30 per week. No pay, but college credit possible. Please fax cover letter and resume to 818-866-5677 Attn: JM. 4/19

LivePlanet (feature film/tv prod company w/deals at Disney and Touchstone TV, credits include Matchstick Men, The Emperor'S Club, Project Greenlight) is looking for interns for summer term. Duties include writing coverage, phones, general admin duties. Busy office with opportunity for interns to learn and be involved. As well, we set up periodic guest speaker lunches for which we bring in writers, agents, managers and studio execs so interns have a chance to hear about their jobs and ask questions. Interns must receive college credit and be available a min 2 days a week. Email cover letter & resume to [lpinternships@yahoo.com](mailto:lpinternships@yahoo.com) or fax to 310/664-2401 4/19

Film/ TV production company is seeking dedicated and highly motivated part-time interns to assist in script coverage, scanning/faxing/copying research, covering phones and other administrative tasks. Position offers great experience to learn the development and production side of filmmaking and make industry contacts. Hours are flexible and school credit is available for the unpaid internship. Please e-mail resume at [ejpowell@uci.edu](mailto:ejpowell@uci.edu). 4/19

Searching for Summer 06 Development/Production Interns. We are looking for Junior or Senior college students. Great opportunity to learn the ins and outs of development at a top-tier production company. Lots of script reading and coverage, in addition to standard office duties (copying, filing, etc.). No pay, but food and compensation for mileage are provided. Please email your resume to [droman@srpla.com](mailto:droman@srpla.com) for consideration 4/14

Manager of screenwriters and directors seeks intern to help w/daily operations and act as 2nd assistant. Room for advancement. Experience & desire reading scripts and writing coverage a must. Duties include phones, coverage, some data entry, and light filing. This is an unpaid internship. Ideal candidate will be available 2-4 days a week. This is a tremendous opportunity for the right candidate and an excellent chance to learn the entertainment industry's top players as the company has 4 films being made this year. Please fax resumes and cover letters to (323) 852-6831(Attention: Mike) or email [michael@silentrllit.com](mailto:michael@silentrllit.com). 4/14

Award winning, fun and creative production company located in Hollywood seeks interns immediately. Network projects currently in production. Duties include assisting directors and producers in production. Please include Intern Application in subject heading and resume pasted in body of the email to [tsmothers@worldofwonder.net](mailto:tsmothers@worldofwonder.net). 4/12

Position starts immediately. The Todd Phillips Company (Starsky & Hutch, Old School, Road Trip) is looking for interns. Normal office duties apply as well as heavy script reading, coverage, sitting in on story meetings, pitches, staff meetings. School credit applicable. Send resumes/cover letters to [gold@todddphillipsc.com](mailto:gold@todddphillipsc.com) 4/12

Hyde Park Entertainment (Bringing Down the House, Raising Helen, Shopgirl, Dreamer, etc.) is offering a full or part time internship. Internship consists of reading scripts, writing coverage and various office duties. You will get a chance to work first hand with major studio producers. Unpaid. Please submit resume and cover letter to [intern@hydeparkentertainment.com](mailto:intern@hydeparkentertainment.com) 4/12

Adelstein-Parouse Productions (Prison Break), a TV and Film Co. w/deal at 20th Century Fox, seeks motivated interns. Great opportunity to learn about all aspects of TV and Film development and production. Offices are in Beverly Hills. Unpaid. School credit not required. Please email resumes to [Bryan@MA-DP.COM](mailto:Bryan@MA-DP.COM). 4/12

Original Film (The Fast and Furious, SWAT, Sweet Home Alabama) seeks interns eager to learn. A fun work environment—everyone at the company is very friendly. Past interns have been hired. Responsibilities include scrip reading, coverage, research, and help with the general office. Excellent opportunity to learn about the business in a thriving environment. 2-3 days/week preferred. No pay, credit available. Email cover letters & resumes to [intern@moritzfilm.com](mailto:intern@moritzfilm.com) 4/12

Appian Way (The Aviator, Blood Diamonds) is looking for hard-working, dedicated development interns. Expect usual intern duties – office/assistant work, some errand-running, phones, filing, plus reading, coverage, and research projects. Current students only. Please be organized, diligent, and passionate about film. Great opportunity. Based in West Hollywood. Flexible schedule. Unpaid internship. email resumes to: [franklinl@appianway.net](mailto:franklinl@appianway.net). Paste resume into body of the email. 4/12

Film/TV sales company seeks office interns to start now. Candidates must have great communication skills and a strong desire to learn about film/tv distribution. Interns will learn the business side of the industry including financing, distribution, library management, acquisitions, and international sales. Duties include filing, handling deliveries, answering phones, and other admin tasks. Must be available 2-3 days a week. Please email cover letters and resumes to [cindy.chao@contentfilm.com](mailto:cindy.chao@contentfilm.com) 4/12

Literary Management/Prod Company looking for interns to start immediately. In addition to light office duties (answering phones, filing, faxing), interns are expected to read scripts and occasionally write coverage. Ideal candidate has aspirations to be a lit. manager/producer. Internship is unpaid, but there is serious opportunity for quick advancement to paid assistant/trainee position. Experience is preferred. Email resumes to [becky@radmincompany.com](mailto:becky@radmincompany.com) or fax to (310) 274-0739 4/12

Intern needed Fridays in Brentwood. Busy entertainment business affairs company seeks hard working intern to assist office on Fridays. Good attitude and enthusiasm important, and any legal office experience appreciated. Position pays \$10.00/hour. More hours may be available for the right candidate. Please fax resume to 310 820 8130. 4/12

Interns wanted for part time work at a small film production company in Hollywood. Regular duties include phones, coverage, etc with more responsibilities available for interns eager to learn more about the business. Non-paid but great experience and a good place to make connections, etc. Please e-mail resumes to [internshiphollywood@hotmail.com](mailto:internshiphollywood@hotmail.com) . 4/12

Wanna work on a great film with Emmy-nominated, Sundance-alum filmmakers making a lighthearted documentary about the culture of frivolous lawsuits in America? We're looking for super-sharp Los Angeles based interns to be involved from research thru editing. We're flexible in working around other gigs. Send a resume & note letting us know What Turns You On about making docs, [lawyerdoc@mac.com](mailto:lawyerdoc@mac.com). Put whatever you want in the note...the resumes are nice, but a formality. 4/12

Quintessential Film is looking interns to work in busy feature film casting office. Responsibilities include answering phones, setting up auditions, checking in actors. We work hard but have fun. No previous experience required, but energy and sense of humor are key. Please send email to [jeremy@quintessentialfilm.com](mailto:jeremy@quintessentialfilm.com) 4/12

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