



# UTA JOB LIST

As of July 18, 2025

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 or forward to any job board.**

## ASSISTANT POSITIONS

- July 18      Link Entertainment a management/production entertainment company, is seeking an Assistant to support a talent manager with a robust client list. Responsibilities include rolling calls, scheduling, submitting and pitching clients, assembling company tracking grids, and speaking to casting directors and studio executives. Candidates should be highly organized, terrific multitaskers, quick problem-solvers, efficient communicators and be able to start immediately. Bachelor's degree or individuals with prior desk experience and an interest in talent representation are encouraged to apply. The position is Monday through Friday in-person at the L.A. office. Company offers medical benefits and 401k. Please send resumes to [linkent.submissions@gmail.com](mailto:linkent.submissions@gmail.com).
- July 18      Innovative Artists Entertainment is seeking a sharp and ambitious Assistant for their Digital Department. Assistant should possess a strong desire to grow within an Agency. Ideal candidates should have superior organizational and communication skills, be detail-oriented, resourceful, have the ability to multi-task and shift priorities. This assistant position is for a Department Lead. Top candidates have previous social media or entertainment business experience. Please send resumes to [employment@iala.com](mailto:employment@iala.com).
- July 11      Immediate opening for an organized detail-oriented executive assistant supporting founder/owner of small talent management agency. This role requires answering phones, managing calendars, arranging meetings, and ensuring clients are well taken care of. Expected to keep track of payments, specific dates, client travel, and projects. Ideal Candidate: effective at prioritizing and multi-tasking, strong work ethic, excellent problem solver, a proactive self-starter, excellent verbal and written communication skills. Please send resumes to [jrawlingsasst@omniartistsltd.com](mailto:jrawlingsasst@omniartistsltd.com).
- July 11      Atlas Artists seeks an assistant to support two talent managers. Responsibilities include heavy scheduling, rolling calls, submitting and pitching clients, communicating with agents, casting, production and clients. Candidates should be well-organized, excellent multitaskers, quick problem-solvers, and be able to anticipate client and manager needs. Ideal for someone looking for a career in management. Bachelor's degree and 1 year desk experience required. Lunch catered Monday – Thursday. Please send resumes to [jobs@atlasla.com](mailto:jobs@atlasla.com).

- July 11 Proximity Media is seeking an assistant for the SVP and Head of Film. This is a busy desk with responsibilities that include traditional assistant duties with room for creative involvement. Ideal candidate is someone who wants to operate as more than an assistant and learn the ropes of development and production. Previous desk experience is required. The role is LA-based. Please send resumes to [proximityassistant2024@gmail.com](mailto:proximityassistant2024@gmail.com).
- July 11 High-end boutique talent management company is looking for assistant to support co-founders and Oscar-nominated producers. 1+ year of assistant experience at agency/management company required. Candidate must be motivated, resourceful, personable to provide high-end service to reputable clients. Looking for an energetic team player with strong interpersonal skills. Opportunity to grow within the company. Competitive salary offered for level of experience plus benefits. Resumes can be sent to [asst2@bandkla.com](mailto:asst2@bandkla.com).
- July 11 Artists First is a top tier management company. We are seeking an experienced Assistant. Key elements - be professional, motivated and mature minded. 1-year previous desk capabilities, a strong degree of multi-tasking, sharp focus for details, the ability to work in a fast-paced, client-driven environment. Agency/Production background a plus! Our unique company culture is genuine. Offering a competitive hourly rate, mentorship initiatives and a generous benefits package. Please send resumes to [rg@artistsfirst-la.com](mailto:rg@artistsfirst-la.com).

## NON-L.A. POSITIONS

- July 11 Bosque Ranch Productions is seeking a new Texas-based Executive/Personal Assistant to the CEO, a high-level Showrunner. The ideal candidate has a strong work ethic, is highly organized, and passionate about pursuing a career in film and television. Duties include but are not limited to managing the CEO's schedule, writing coverage, coordinating travel and meeting logistics, shopping and personal errands, and providing on-set assistance when in production. Must be very tech savvy, flexible and willing to travel as needed, and have excellent written/verbal communication skills. No previous industry experience is required, but a collaborative and positive attitude is. Must be Fort Worth Texas-based or willing to relocate. Please send resumes to [bosqueranchassistant@gmail.com](mailto:bosqueranchassistant@gmail.com).
- July 11 Seeking assistant for two Managers in New York. One Talent and one Non-Scripted. Candidates should be driven, computer literate, detail-oriented and creative with strong communication skills. Entertainment experience and excellent computer skills are mandatory. Agency / Management experience a big plus. Editing software experience is a plus. Responsibilities include heavy phones and client interaction, scheduling, filing, etc. Salary \$20-24/hr. Email resume, cover letter, and references with subject "NY Assistant" to [don@authenticM.com](mailto:don@authenticM.com).
- July 11 Actor seeking a full-time personal assistant to manage schedule, bookings, and communicate with other members of the team. Based in New York City, NY. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com).

## PERSONAL ASSISTANT POSITIONS

- July 18      A talent manager at Entertainment 360 seeks an immediate, experienced assistant for a high-volume desk focused on talent management. Candidates should have 1+ years of agency or management company desk experience and possess excellent organizational skills. Responsibilities include administrative support, client interactions, drafting correspondences, and script coverage. Excellent verbal/written skills, maintaining confidentiality, and a desire to grow within the company are essential. Please send resume/cover letter to [careers@ent360.com](mailto:careers@ent360.com).
- July 11      Assistant to Oscar-nominated Producer on an animated feature in active production. Role includes calendar and office management, scheduling, travel coordination, expense reports, note-taking, and event planning. Also provides support to the SVP of Studio Development and broader production leadership. Hybrid position based in Burbank, with 2–3 days per week in office. Position is paid. Please send resumes to [animationproducerassistant@gmail.com](mailto:animationproducerassistant@gmail.com).
- July 11      Producer seeking an assistant. Must have 2 years + experience as an executive assistant. Agency or management desk experience is a plus but not required. Production company experience is also welcome. Duties include administrative support such as scheduling, workflow documents/grids, notes in meetings, and research. The desk includes significant reading as well. Ideally, highly detail-oriented. Interested in all facets of the business and loves movies. Please send resumes to [resumesandcv2025@gmail.com](mailto:resumesandcv2025@gmail.com).
- July 11      Musician seeking an executive personal assistant to manage schedule, bookings, and communicate with other members of the team. Based in Malibu, CA. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com).
- July 11      Actress and entrepreneur seeking a personal assistant to manage schedule, bookings, and communicate with other members of the team. Based in Los Angeles, CA. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com).

## COORDINATOR, GENERAL OFFICE, TEMPORARY, PART TIME, MISCELLANEOUS POSITIONS

- July 18      Almost Friday Media, a rapidly growing digital media company that builds comedy-forward content brands across social, podcasting, YouTube, and newsletter, has an opening for an Ad Operations & Partnerships Campaign Coordinator. Looking for an ultra-organized and hard-working person excited to support our Director of Account Management and sales team in delivering seamless advertising experiences. This role requires exceptional attention to detail and the ability to excel at a high-volume workload—making diligent real-time progress at a fast pace. This role sits at the intersection of creative operations, campaign logistics, client communications, and branded content programming. You will play a vital role in partnerships campaigns by keeping client materials and reporting outputs organized, polished, and timely. Requirements include 1–3 years of experience as an executive assistant in the entertainment industry or working in ad operations, or a similar role, familiarity with project management tools (Asana, etc.), highly proficient in G-Suite (Sheets, Docs, Slides), experience with social analytics platforms, etc. Please send resumes to [Carly@almostfriday.com](mailto:Carly@almostfriday.com).
- July 18      SuperOrdinary Studios, a digital-first entertainment studio working at the intersection of creators, culture, and commerce, has an immediate opening for a Social Media Strategist to lead the day-to-day strategy and operations across multiple social media channels. This person will be the voice of our studio and our shows online, while also shaping how our content connects with audiences across platforms. Role includes managing and growing several social media accounts and creator communities, track trends and develop weekly trend reports to inform our content and creative strategy, serve as the liaison between the studio and creators/brands by writing clear and compelling briefs, etc. Requirements include being deeply immersed in internet culture and short-form storytelling, experience running multiple social accounts (1+ years preferred), comfortable owning both creative direction and community management, etc. Please send resumes to [gswanson@superordinaryusa.com](mailto:gswanson@superordinaryusa.com).
- July 11      Currents Management is seeking a highly organized, detail-oriented Talent Coordinator to join our growing Talent Management team! This role is ideal for someone who thrives in a fast-paced environment, is passionate about influencer marketing, and loves working behind the scenes to make creative campaigns come to life. You'll play a critical role in keeping projects moving smoothly, managing timelines, coordinating communication between talent and brands, and ensuring all deliverables exceed expectations. Please send resumes to [emma@currentsmgmt.com](mailto:emma@currentsmgmt.com).

- July 11 Madison Wells an independent entertainment company, is seeking a Coordinator, Business Development and Marketing. Position is full-time, in-office hybrid position based in Los Angeles. This individual will be an essential member of the Business Development and Strategy team, supporting the VP with initiatives across partnerships, brand strategy, social media marketing, and internal operations. This individual will be joining a team that is the business-oriented backbone of Madison Wells and reports directly to the CFO. This is an ideal opportunity for someone with 2-3 years of desk experience in the entertainment industry (preferably with a foundation at a talent agency) who is looking to pivot into a more strategic, marketing, and business-forward role. Interest in marketing, social media, and communications is strongly preferred. Please submit your resume and a cover letter outlining your relevant experience and why you would be a great fit for this role to [careers@madisonwellsmedia.com](mailto:careers@madisonwellsmedia.com).
- July 11 Production and management company seeking seasoned talent managers and agents to join the management division. This position is commission only - negotiable. We cover most of the over-head - office space, etc. You must have an existing client list that you want to expand to be considered for this position. Experience on Casting Networks, Breakdown Services. Business relationships with casting directors, producers, directors, etc. Please send resumes to [cspstudios1@gmail.com](mailto:cspstudios1@gmail.com).
- July 11 Busy and growing management company seeking Jr. lit manager who knows the business well. Must have great relationships with buyers, agents, streamers, networks and know how to pitch clients. Please be extremely organized and detailed. Knowledge of network mandates and tracking helpful. This position is commission only - negotiable. We cover most of the over-head - office space, etc. Please send resumes to [cspstudios1@gmail.com](mailto:cspstudios1@gmail.com).
- July 11 Seeking a full-time Alumni Affairs & Career Center Coordinator to support Dodge College of Film & Media Arts with maintaining current alumni affairs initiatives and provide coordination on relevant administrative tasks and projects that contribute to the overall mission of the Career Center office. These duties include, but are not limited to, project management support, research and data gathering, coordinating outreach as delegated by the team, and assistance on other operational needs that aid the Career Center. Anticipated pay \$23.94-\$30.29, 40 hours per week. If interested in being considered, please go to [Chapman University's Staff Job Page](#) online to review the full job description and apply.

## INTERNSHIPS

- July 18      Shelter PR, a boutique bi-coastal publicity firm specializing in entertainment, music, cause marketing, fashion, lifestyle, and pop culture is accepting applicants for their Fall 2025 internship program. At the moment, they are looking for one intern per semester. This internship is paid and asks that candidates can commit to 14 hours per week. Responsibilities include monitoring industry and client news, drafting press materials such as press releases, bios/fact sheets, and press kits, participating in account brainstorm and team meetings, etc. Ideal candidates are positive, energetic, trustworthy, enthusiastic, driven, resourceful, detail-oriented, proactive, and have strong communication and multitasking skills. Applicants must be currently enrolled in school. Juniors and seniors from four-year universities are preferred. Based in the L.A. office. Please send resumes to [larissas@shelterpr.com](mailto:larissas@shelterpr.com).
- July 11      Rosenfield Media Group (RMG PR) is seeking a Fall 2025 Intern. Role will support high profile brands, entertainment, events, and non-profits. Candidate should be an avid consumer of entertainment, news and consumer media; experience using different software tools; desire to learn and grow. Responsibilities include research, list-building, tracking and reporting. Internship is in person based out of Sherman Oaks offices, unpaid, must be for school credit. Please email resumes to [jobs@rmg-pr.com](mailto:jobs@rmg-pr.com).
- July 11      Seeking Fall academic interns for Luxhammer, a production/literary management company with 20+ years of experience developing, packaging, and producing Film/TV based on original ideas and major IP with emerging and A-list talent. Also produced some of the world's most renowned branded entertainment. Learn development, BE, assistant duties, direct exposure to CEO. School credit only. Please send resume and cover letter to [hello@luxhammer.com](mailto:hello@luxhammer.com).
- July 11      Talking Pictures has Fall Semester openings for Development Interns to begin in August. Duties include script and book coverage and analysis, research, creating and maintaining grids, and various administrative tasks. Ideal candidates are resourceful, great at research, organized, and excited to learn about film development and production. Looking for a highly motivated self-starter who is comfortable voicing their honest creative feedback and has confidence in their own creative opinion. Must have demonstrable writing skills and excellent knowledge of script and story structure, along with an appreciation for both commercial films of all genres. Position is unpaid, so candidates must be eligible to receive academic credit for the position. Internships will be in-person, out of our Santa Monica offices. If interested, please email cover letter and resume with subject line, "Name // Intern Application" to [talkingpicsinternapps@gmail.com](mailto:talkingpicsinternapps@gmail.com).

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Roadside Attractions is looking for Fall 2025 interns. Undergraduate and graduate students are eligible to apply for the program. Applicants must be available to work at least 2-3 days each week. Interns will be exposed to numerous aspects of independent film production and distribution. Assignments may pertain to Development, Acquisitions, Marketing, Publicity, Business and Legal Affairs, or Post-Production, among other areas of the company. Specific duties will include writing script coverage; updating databases; drafting correspondence; viewing trailers, rough cuts, and finished films for research purposes; and completing ad hoc projects as needed. Interns will be working in-person out of our offices in Los Angeles. This is a paid internship (\$17.28/hr). Interested applicants can submit a resume, coverage sample, and cover letter to [jobs@roadsideattractions.com](mailto:jobs@roadsideattractions.com).

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Talent Management company looking for interns who want to learn the management business. We represent on-camera talent, directors, DPs, and various below the line talent. Please be very organized and professional. Minimum 10 hours a week. College Credit. Please respond to [cspstudios1@gmail.com](mailto:cspstudios1@gmail.com).

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