United Talent Agency
Entertainment Job List
(As of 5/3/13)

NOTE: 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 express prior written permission.*

**EXECUTIVE & MANAGEMENT POSITIONS**

United Talent Agency is seeking a Manager of Television Research to report to the Head of Research. Responsibilities include preparing daily and custom television ratings reports for Agents, Managers, Attorneys and Clients. In addition to running reports, the ideal candidate must be able to interpret and speak about the data. Responsibilities also include understanding the challenges of measuring viewers through emerging and alternative outlets and platforms: digital, streaming, mobile, etc. Requirements include: Bachelor’s Degree, a working knowledge of Nielsen products, advanced excel skills, the ability to handle multiple projects and meet deadlines. A minimum of four years in television research preferred. Please send resumes to: careers@unitedtalent.com

Looking for head of content for new broadcast / internet content production company. Company will develop, produce and market original content for multiple platforms. Goal is to innovate new ways of funding and distribution within the landscapes of both traditional and new media. HOC will help connect filmmakers, producers and writers to develop content for broadcast, film, digital and video on demand. HOC will create digital development pipelines that incubate micro-content into larger, fully realized properties. HOC will also collaborate with brands to discover new ways of integrating brand participation into original content. HOC must have an entrepreneurial spirit, a context of both the digital and broadcast markets, an ability to build and maintain a company infrastructure. Salary, profit share and benefits offered. Please send all inquires to headofcontentwanted@gmail.com 5/3

A New Talent Agency (both theatrical & commercial) is seeking seasoned commercial agents (on-camera division, print division and voice over division) to join our team. Big plus if you can bring "established working" clients. Must be a self starter, detail oriented, have great relationships within the Hollywood community and be able to “hit the ground running”. Starts immediately. Competitive Salary plus commissions. We are located in Beverly Hills. All interested parties will remain confidential. Please send resumes to enceentertainmentgroup@yahoo.com 4/26

**ASSISTANT LEVEL**

United Talent Agency (UTA) seeks qualified candidates for its Agent Trainee Program. Previous industry experience and bachelors degree required. 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 very 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 for more information. Fax cover letter & resume to (310) 247-1111 or email to trainingprogram@unitedtalent.com. No calls.

United Talent Agency seeks an IT department assistant. Responsibilities include managing phones and calendar for department, scheduling of technical action items for a private digital theater, managing the process of monthly invoices and managing the ordering of IT equipment and supplies. College degree or equivalent work experience. Excellent communication skills are required. Resumes to: careers@unitedtalent.com.

A research assistant is needed for a Los Angeles based entertainment company. The position will be responsible for all departmental research. Research requires candidate to move at a very fast pace, while thinking about the big picture and paying attention to all details. Duties will include: researching organizations, drafting presentations, supporting social media needs, and other administrative activities. A qualified candidate must be extremely passionate, professional, hard-working, and discrete. Interest in both domestic and international space needed. A college degree and proficiency in Microsoft Office Suite is required. Send resume and cover letter to: assistant1225@yahoo.com
Experienced assistant needed for Beverly Hills Agency in the feature literary department. Previous industry experience on a desk is necessary. Typical assistant responsibilities: rolling calls, client/agency relations, scheduling meetings, submissions, client payment tracking, and script reading/coverage. Ideal candidate is someone who has a sharp understanding of how the business works, wants to become a producer or agent, is detail-oriented, well-organized, and someone who is ready to work hard. Sense of humor a plus. agencyassistant90212@gmail.com  5/3

Manager/producer and partner at Kritzer Levine Wilkins Griffin Entertainment (KLWGN) is looking for a new assistant. Ideal candidate is someone looking to be a manager. Looking for 2-year minimum commitment. Looking for someone extremely organized, efficient, great at multi-tasking and pliable. Someone who wants to pitch clients, likes a lot of responsibility and likes to take initiative. Ideally looking for someone to promote off of desk internally. Looking for someone to start as soon as possible. Please email resumes to escott@klwgn-ent.com  5/3

Seeking a stellar assistant for Bill Block, the CEO of QED International, a leading independent film production, financing, and international sales company. The ideal candidate is extremely organized and detail-oriented with excellent communication and follow-up skills. Must be able to handle pressure and long hours. Responsibilities include traditional assistant duties (rolling calls, scheduling, filing, reading scripts) and personal tasks. One year talent agency or management experience is required. Great opportunity for a driven assistant to learn and advance in international sales, production, or development. Send resumes to prodasst90028@gmail.com.  5/3

Intellectual Artists Management, a leading talent and literary management and production company is currently seeking an assistant to a partner in the talent department. Duties include: scheduling, heavy phones, sending appointments, client calendars, pitching clients and dealing with casting. MUST have prior desk experience at an agency or management company. Talent experience preferred and knowledge of InEntertainment a big plus. Looking to hire immediately. Please send resumes to iamtalentassst@gmail.com. 5/3

Dances With Films Festival is looking for one exceptional (paid) assistant to start immediately! Looking for someone who can do anything & everything & get it right - the first time! EG Please be organized, great at follow-up, computer literate and have a GREAT attitude and sense of humor. Job responsibilities could be anything: Gen Admin, manning phones & running errands to interacting with filmmakers, working the red carpet & festival parties - whatever gets thrown at you but, most importantly, keeping the co-founder of the Festival ORGANIZED. This will be invaluable for those wanting hand's on experience running a Film Festival and the general workings of the Film Industry. DWF is a 100% completely indie / discovery Festival so position can only pay $12/hr + college credit, if applicable. You should be able to work at least 20 hours/week prior to the Festival and 40+ hours/week during the Fest (May 28 - June 101 and be flexible to be anywhere and everywhere you're most needed. Growth and salary increase potential for the right person. Please send brief cover letter and resume to DWFLanier@gmail.com  5/3

Active film and tv production company with several studio films in production seeks qualified assistant to start immediately. Applicants must be highly organized, well-read and able to multi-task in a fast-paced and high volume environment. Great opportunity for a resourceful and driven person looking for a career in development. Responsibilities include phones, scheduling, heavy reading, script notes, office/administrative demands, research, etc. Location: Burbank. Email resumes and cover statements to asstresumes2013@gmail.com. 5/3

The CEO and Head of Features of a film and television production with a TV studio deal seeks an experienced, highly organized and detail oriented assistant with an ability to maintain high levels of accuracy while handling multiple tasks. Candidates must have at least 1-2 years experience on a desk, must be well read, and have a working knowledge of names of writers, directors, producers and executives around town. Duties include general office (covering phones, handling correspondence, managing calendar, working with confidential materials) and mild accounting (petty cash, expenses) and script coverage. This is NOT a “first desk” opportunity. For more information, please submit resumes to: developmentasstneeded@gmail.com  5/3

Paramount Pictures is looking to fill an open role. We are currently seeking a seasoned executive assistant with experience supporting high level creative executives. Please email resumes to: paramount_careers@paramount.com  5/3

Intellectual Artists Management, a leading talent and literary management and production company is currently seeking an assistant to a partner in the talent department. Duties include: scheduling, heavy phones, sending appointments, client calendars, pitching clients and dealing with casting. MUST have prior desk experience at an agency or management company. Talent experience preferred and knowledge of InEntertainment a big plus. Looking to hire immediately. Please send resumes to iamtalentassst@gmail.com 5/3

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ICM Partners®, a major talent and literary agency, is seeking an exceptional and highly motivated Assistant for the unscripted TV department. Candidate must have agency or industry related administrative experience. Excellent communication skills is a must. This successful candidate must be able to work extremely well in a fast paced environment and be very detail-oriented. A BA/BS degree is required. Resumes to careersla@icmpartners.com  5/3

Seeking assistant to a top agent in the Motion Picture Literary Department at The Gersh Agency. This is NOT an entry level position – prior industry assistant experience is required. Extremely busy desk in addition to heavy reading. Ideal for someone looking to become an MP Lit Agent. Duties include: rolling calls, providing administrative and client support including heavy phone volume, scheduling meetings and script coverage. Strong work ethic and attention to detail are necessary. Strong writing and organizational skills a must. Need to be detail oriented with a great attitude. College Degree required. Please send resume and cover letter to hr@gershla.com  5/3

Benaroya Pictures seeks general office assistant. Requirements: bachelor's degree with a minimum 1 year experience at a major agency/management co/production co or studio only. Candidates must be efficient with excellent communication and organizational skills. Great opportunity to learn the independent feature production and financing world. Prefer someone with a background in business, math or economics as their work will be centered around financing agreements with two of our executives. Duties include phones, tracking projects, scheduling and general office duties. Extensive knowledge of industry players in both TV and film is a plus. Hours 9 AM to 7 PM. Salary $35-40k DOE with full health and dental benefits. Please reply to jobs@benaroyapics.com  5/3

Prana Studios seeks an Executive Assistant for its Business Affairs Department. Position provides administrative support to CFO and SVP Business Affairs. Responsibilities: Heavy phones; drafting cover letters, memos, reports; managing calendar; arranging meetings; coordinating conference calls; photocopying; filing; mailings; travel; expenses. Requirements: BA/BS degree; typing at 60wpm; Outlook, Excel, Word; must have at least 1-year assistant experience; excellent communication, organizational and follow-through skills. Submit resume and cover to: qzerfas@pranastudios.com  4/26

Busy motion picture and television production company is seeking a talented bilingual assistant to support two executives in its Santa Monica offices. All applicants must possess a bachelor's degree and be equally skilled at speaking and reading in Spanish and English. A background in the entertainment industry is a must; agency/management company experience is a plus. Position will include handling phones, arranging travel, script reading/development, and production coordination as well as other standard assistant duties. The ideal candidate will be proactive and exceptionally resourceful with a high attention to detail and excellent follow-through. This is a great opportunity to grow with a rapidly expanding company. Competitive salary. Applicants should send a cover letter and resume to: bilingualassistantposition@gmail.com.  4/26

Documentary Producer / Director in post on current film seeks highly organized, professional, and detail-oriented assistant. Must have an interest in documentaries and working knowledge of the industry. A perfect entry level job. Duties include managing the office, research, expense reports, scheduling travel, some personal errands, and general office admin tasks. Proficiency with Mac and MS Office required. Excellent communication and computer skills a must, and an ability to multi-task, with a "no job too small" attitude. Familiarity with Final Cut Pro, Photoshop, Quickbooks, and Wikis a definite plus. This is not a production job, but rather a job for someone wanting to gain first-hand experience with the post-production process and beyond. Please send resumes and salary history to featuredocumentary@gmail.com.  4/26

Comedy writer/director looking for a 2nd assistant. Duties will primarily include personal errands and house/office management but also input on current projects. Ideal candidate must be thick skinned, have reliable transportation and an interest in comedy. Proficiency in Photoshop and Final Cut Pro strongly preferred. This is the type of job that is perfect for a recent college grad who is looking to get their foot in the door and is not above getting cars washed or picking up dry cleaning. $500/week. Must have references. Please send resumes, cover letters, and references to: 2ndassistantjob@gmail.com  4/26

The head of a literary department at a high-end management and production company is looking to hire an assistant available to start ASAP. Applicants must have 6 months assistant experience (agency experience preferred but not essential for smart, fast-learning applicants) and have an interest in literary management. Must be highly organized, hard-working, detail-oriented and able to multi-task in a fast-paced environment. Must be able to start ASAP E-mail cover letter and resume to litmanagementcoasst@gmail.com  4/26
Seeking executive assistant for the president of a new production company/studio that is quickly on the rise. Our production company focuses on developing, producing and financing television series for the North American and International marketplace. The individual should be a self-starter with excellent organizational, communication skills with the ability to multi-task. A passion and enthusiasm for TV development is appreciated. In addition to phones and scheduling, assistant will be required to read and watch all submitted material and liaise with networks, writers, and producers. Prior assistant experience is preferred. There is room for growth. Please submit your resume and cover letter to halfireentertainment@gmail.com  4/23

Suretone Entertainment is seeking a highly skilled EXECUTIVE ASSISTANT to support the CEO in our Santa Monica office. Minimum of 3 years experience required supporting at executive level. Must possess excellent calendar management skills, exceptionally well organized, extremely dependable and highly resourceful. Outstanding interpersonal and communication skills. Gets the job done ahead of time, a strong work ethic and takes enormous pride in a job well done. Highly multi task oriented and able to manage multiple priorities efficiently, an excellent coordinator/facilitator and extremely professional. Prioritizes well, excels in a fast paced environment and unfazed by tight deadlines or pressure and strong knowledge of MS Office (Word, Excel, PowerPoint, Outlook). Must have knowledge of the music business and ability to work under pressure. Send resumes to: carlosshaw@suretone.com  4/23

THE VAN JOHNSON COMPANY is seeking qualified candidates for an assistant position. Ideal candidates have a four year college degree and a minimum of one year desk experience at a talent agency and/or management company. Must be self motivated, dedicated, organized, have excellent office skills (writing correspondence, rolling calls, client schedules, detail oriented, etc.). Strong desire to be a talent and/or lit manager. Email resumes as an attachment to careers@vanjoco.com. Subject line: NEW ASSISTANT.  4/23

Anonymous Content seeks organized, resourceful assistant to support literary manager / producer. Minimum requirements: 1 - 2 years assistant experience at busy Agency/Management/Production Company, thorough knowledge of industry/players, interest in client representation & production. Must be computer literate; have impeccable phone manner; excellent spelling/grammar; attention to detail and presentation. Responsibilities: phones, drafting correspondence, tracking submissions, scheduling, filing, script coverage. High volume desk, including active projects in different stages of production. Send cover letters and resumes to asstomgproducer@gmail.com  4/23

Century City film company is seeking an Executive Assistant to the CEO. Minimum 2-yrs Assistant experience in the entertainment industry, proficiency with MS Office, strong interpersonal skills with ability to interface with staff, outside callers, and senior management, as well as ability to prioritize, anticipate and manage time required. Emphasis on busy phones, coordinating calendars and arranging travel as needed. College degree preferred. Send cover letter and resume to tmurphy.hr@gmail.com.  4/23

Busy high end commercial/film production company seeks experienced Executive Assistant. Executive Assistant duties include working closely with EPs, producers, agents/managers, production personnel, and directors. Basic duties include phones, scheduling, research, writing etc. Strong attention to detail and the ability to multi task. References required upon submission. Please send resume and cover letter to imcexecassistant@gmail.com  4/23

The Gersh Agency is looking for a high-performing, ambitious assistant to support a high-volume agent in our reality department. Assistant will be part of selling and staffing reality shows, interfacing with clients and networks, reporting programming trends and learning the alternative television and digital business from top to bottom. Candidates must have strong written and interpersonal skills in addition to organizational and computer know-how. The ideal candidate is kind, even-keeled, smart, multi-tasking and attuned to pop culture. College degree required. Entertainment experience preferred. There is an opportunity for rapid advancement for an exceptional individual. Please send your cover letter and resume to hr@gershla.com  4/23

Reality production company seeking an executive assistant. Responsible for administrative support of the President and Development Executive. Administrative support may consist of answering telephones, scheduling meetings, managing calendars, responding to correspondence, making travel arrangements, creating presentations, organization, coordinating events, updating files, and some personal organization as well. College degree preferred. 2 to 4 years directly related experience required. Please send resumes and cover letters to billsmarketasst@gmail.com  4/23

Readers/ Script Analysts Required. Work from home! Busy company that provides screenplay coverage, analysis, story notes and hosts an annual screenplay competition is seeking readers. Must love to read and have ability to write brief but articulate and insightful analysis with prompt turnaround. Pay depending on experience. Please send experience in body of the email and brief explanation why you want to be a reader. Attachments will not be opened. email to: fvfreelancereader@gmail.com  4/23
Boutique entertainment company whose roster includes clients in music, tv/film and theatre seeks assistant for two executives in Bel-Air office. Position requires prior experience in agency, management, record or production company and a passion for working with talent. Ideal candidate is a team player and possesses strong organizational, communication and computer/tech skills, is detail oriented, has a desire to learn and grow with the company, a good sense of humor and positive energy. Competitive salary and benefits. Please e-mail resume to: mgmtbelair@gmail.com 4/19

Bedrocket West and Intelligent Artists are looking for a motivated individual looking to join a fast growing new media content and talent management company. The ideal candidate will be be passionate and knowledgable about movies, TV, videogames, music, new media programming, internet culture and books. Experience on the desk of an agent, manager or network development exec is a plus. Our new hire will be smart, punctual, organized, pro-active, good-humored, collaborative and very entrepreneurial. Being able to arrange and re-arrange the schedules of mutiple clients is essential. Effortless fluency and participation in social media is a requirement of the position. A college degree is necessary, but where you went to school isn’t that important. Attitude, enthusiasm and a willingness to learn count for a lot more. However, you’ll need your own car and must have a valid California driver’s license and auto insurance. The job is located in Santa Monica. Please send cover letter and resume to jobs@bedrocket.com. 4/19

Busy Los Angeles talent agency is seeking an experienced, professional and articulate Executive Assistant. The ideal candidate must possess excellent verbal and written communication skills and must be proficient in Word, Excel and Outlook and must possess the ability to roll calls, schedule and coordinate meetings and travel plans. Candidate must have a strong adminstrative background. Entertainment industry experience a must and candidate must be well groomed and professionally attired. Please send cover letter and resume to chinakai12@gmail.com 4/19

Phoenix Pictures seeks an Executive Assistant to the Chairman & CEO Mike Medavoy (BLACK SWAN, SHUTTER ISLAND, ZODIAC). Candidates must be motivated, extremely detail oriented, have excellent communication (verbal and written) as well as a working knowledge of industry names / companies. Job responsibilities include but are not limited to: heavy phones, coordinating meetings, script coverage and maintaining calendars. Preferably Agency or Studio experience and previous desk work is a must. Position starts immediately. Please email resumes to prodcoasst2013@gmail.com. 4/19

**PERSONAL ASSISTANT POSITIONS**

Personal Assistant needed for high-profile actor/writer/director. Position is part-time with strong potential to become full-time. Must be uber-organized and up for a variety of tasks, from the mundane to creative. Experience required. Job starts ASAP. Please send resumes and references to mattmcconkey@gmail.com. 5/3

We are looking for the most polished and savvy assistant to support an A-list actor. You are the one that never says no and is thinking 5 steps ahead of the game. You should be college educated and have previous on set experience. This it for the ultimate professional who can multitask in their sleep! You will be carrying multiple cell phones, acting as his liaison to everyone in his world (agents, manager, family members,) and always understand everything that is going on in his business. You must be very kind though also have a strong backbone. Your purpose is to help this A-lister be focused on his main parts of his life and you pick up all the details. Must have 3+ years experience as an assistant. An amazing opportunity! Jobs@thehelpcompany.com 4/23

Personal assistant needed for busy TV executive producer. Responsibilities include personal shopping and running errands (groceries, furniture, home furnishings and decor), scheduling and overseeing home repairs, occasional filing. Part-time flexible, typically 30/ a week. Applicants should be reliable, trustworthy, and should have a strong work ethic. Please note that this job is part-time and there is no upward mobility. Prior experience preferred but not mandatory. Must be able to start immediately. Send resumes to OBpersonalasst@gmail.com 4/23

**ENTERTAINMENT PR & MARKETING (MOST POSITIONS INCLUDING INTERNSHIPS)**

Beverly Hills Entertainment/Talent Public Relations Firm, with A-Level clients, seeks a senior-level, executive assistant. Minimum one year agency/studio experience required. Candidates must have excellent communication skills and the ability to multi-task in a fast-pace environment. Excellent benefits. Email resume to info@wktp.com. 5/3
Top PR agency seeks a highly motivated and detailed oriented assistant, who can stay one step ahead of an executive-level publicist representing an A-list client roster. Responsibilities include: managing calendar for clients and publicist, coordinating all travel, hair, and make-up, writing and maintaining extensive itineraries, managing expenses and a heavy call load. Candidate must have excellent communication skills, maintain the highest level of confidentiality, have the ability to keep up with an extremely busy, fast-paced office, and remain composed in high-pressure environments with strong-willed personalities. Must be able to multi-task under breaking deadlines. This is a challenging position which has the potential to lead to a rewarding career as an entertainment publicist. Only candidates with 1-2 years of entertainment industry experience, preferably PR/talent agency experience. Please send resumes and cover letters to tphung@id-pr.com. 5/3

Top PR agency seeks a highly motivated and detailed oriented assistant, who can stay one step ahead of an executive-level publicist representing an A-list client roster. Responsibilities include: managing calendar for clients and publicist, coordinating all travel, hair, and make-up, writing and maintaining extensive itineraries, managing expenses and a heavy call load. Candidate must have excellent communication skills, maintain the highest level of confidentiality, have the ability to keep up with an extremely busy, fast-paced office, and remain composed in high-pressure environments with strong-willed personalities. Must be able to multi-task under breaking deadlines. This is a challenging position which has the potential to lead to a rewarding career as an entertainment publicist. Only candidates with 1-2 years of entertainment industry experience, preferably PR/talent agency experience. Please send resumes and cover letters to tphung@id-pr.com. 4/26

PR Intern needed at Gale Anne Hurd’s Valhalla Entertainment. We are currently in pre-production on Season 4 of THE WALKING DEAD tv series, and have new series and film projects in the hopper. Terrific opportunity for smart, hard-working self starters with strong writing skills. Experience with Photoshop, web design and social media are required. Video editing experience is a strong plus. College credit given. Applicants must be available for at least two full days a week. Send resumes to vmp@valhallaent.com 4/26

Entertainment Public Relations Firm, with A-Level clients, seeks an executive assistant to work for partner. Minimum two years of experience in publicity required from either a public relations firm or a studio. Candidates must have excellent communication skills and the ability to multi-task in a fast-pace environment. Medical/Dental benefits. Email resume to prjobsearch2011@yahoo.com. 4/26

42West, a leading full-service entertainment PR agency, has an immediate opening for an Administrative Assistant in its LA office. Must have excellent communications skills, be detail-oriented and be able to multi-task in a fast-paced environment. Looking for someone who wants to grow a career in talent PR, to learn from the best in the business, is a team player! Email resume to jobs@42west.net. We are an Equal Employment Opportunity Employer. 4/26

Entertainment Industry Foundation is seeking a Communication Coordinator. They’ll help implement the public relations/communications strategy and PSA placement strategy with an emphasis on public relations and entertainment marketing. Works closely with AVP and Director of Communications. Seeking 2 to 3 years of experience in communications/marketing, strong writing and media relations skills, and a strong understanding on the industry and philanthropic world. Please submit resumes to job.ops@eifoundation.org (subject: “Communication Coordinator – EIF”). 4/23

Burbank-based product placement agency UPP Entertainment Marketing is seeking a full-time account coordinator to join an active account team. Candidate must be highly organized, proficient in Excel and PPT, able to multi-task and employ good decision making skills. Position reports to entertainment marketing agency Account Director providing services in brand integration and product placement, including but not limited to, inventory tracking, project management, script review and client reporting. Please send resume and cover letter to jobs@upp.net. 4/23

Distribution and marketing strategist and documentary producer seeks a part time assistant who can handle light bookkeeping, office organization and potentially outreach and social media for company and wide range of clients including diverse topics as sustainable food production, breast cancer, street art and graffiti etc. Strong organizational skills, facility with numbers, computer skills (including excel), and flexibility are a must.Strongly desired: facility with Quickbooks or other accounting software, interest in and experience with social media and outreach, writing skills, communication skills, knowledge of and/or interest in transmedia and new models of artistic entrepreneurship. Some facility with Final Cut Pro and Photoshop a plus. Position will be part time. Duties, hours and pay commensurate with experience. Please send cover letter specifying your specific experience relating to the above post and resume to: hybridasst@gmail.com 4/23
MUSIC INDUSTRY (ALL POSITIONS INCLUDING INTERNSHIPS)

3rd Assistant needed for high-level executive’s westside office. Must have amazing work ethic, upbeat attitude, common sense plus be discreet, professional, efficient, and detail-oriented. Multi-tasking and leaving ego at door is essential. Steep learning curve so must catch on quickly. Must apply same enthusiasm for any duties - urgent requests to getting coffee, etc. Must blend with team following established roles, and have valid driver’s license/insurance. Submit resume/cover letter to whowantsajob@gmail.com 5/3

Coast II Coast Entertainment seeks a full time administrator / assistant for duties in tour coordination, client relations, finances, and office management. We are seeking a savvy individual to join our fun, yet professional team. The new hire will focus on our Dance Music artists and be responsible for the day-to-day operations of running a small business. Minimum 1 year experience in the music industry or a degree in music business. We require the following: self-motivated, extremely organized, reliable, learns quickly, able to multi-task in a fast-paced environment, Apple proficient. We prefer candidates with a background in office support and with an interest and knowledge of dance/urban music and the touring industry who will challenge themselves to grow with our company. Salary: $30,000 - $36,000 depending on experience - no benefits. Please email cover letter and resume to kimi.robertson@sonyatv.com 4/26

Sony/ATV Music Publishing in Nashville seeking Coordinator, Synchronization Licensing. Preferred candidates will have at least 1 year of experience in the music or entertainment industry. Responsibilities include drafting and sending synchronization licenses, managing a portfolio of high volume licensing clients, collecting on past due accounts, and executing special projects as needed. Must possess strong analytical skills, be self-motivated, and have experience working with contracts. Please send resumes to: kimi.robertson@sonyatv.com 4/26

Sony/ATV Music Publishing in Nashville seeking Manager, Synchronization Licensing. Preferred candidates will have at least 5 years of experience in Licensing or Business Affairs role within music/entertainment industry. Responsibilities include drafting/ managing synchronization licenses, creating financial reports, collecting on past due accounts, and executing special projects as needed. Must possess strong financial and analytical skills, be self-motivated, and have experience working with contracts/ negotiations. Please send resumes to: kimi.robertson@sonyatv.com 4/26

RECESS is seeking several full-time interns working 4-5 days per week for Summer 2013. Interns will receive a $1000 travel stipend if from out-of-state, but MUST be able to receive school credit as well. The internship is a very hands-on program where students will have the opportunity to work directly alongside Recess co-founders and network with our contacts in our Santa Monica office. Not only is this the opportunity to join one of the coolest internship programs, but also an opportunity to gain a deep understanding of what it takes to plan and host major events. We are seeking interns in Business Development, Marketing, and Design/Development. Recess is a college music + ideas festival featuring an entrepreneur speaker series, interactive career fair and music festival. Please send resumes to: jack@wearerecess.com 4/23

Music Management firm in Los Angeles seeks interns for Summer 2013. Candidates must have a college degree or be fully enrolled in a four-year university. We are looking for candidates with a strong passion for music and are interested in pursuing a career in the music industry. Interns will work closely with executives and employees to assist in the completion of various projects. The internship program will begin on June 10th, 2013 and will be completed on August 9th, 2013. Please send resumes and cover letters to recordlabelinterns@gmail.com 4/23

TECH/NEW MEDIA/WEB 2.0 POSITIONS

AwesomenessTV/Varisty Pictures is a fast paced TV, Film, and digital production company looking for an experienced executive assistant. This creative-minded assistant will cover the desks of two programming and development executives, which includes heavy phones, heavy scheduling, script coverage and general office management. Applicants must be detail oriented, extremely organized, able to keep a cool head under pressure, and have excellent communication skills. Ideal applicants would be tech-savvy and proficient with Macs and PCs. This is a demanding environment and an excellent opportunity to learn about tv, film, digital production, music, marketing, and social media. Agency experience highly preferred but not required. Please email resumes to careers@awesomenesstv.com 5/3

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Kids at Play, a production company with projects in digital, TV, and film, is looking for summer interns. Our interns will be working in development, production, and (depending on skill level) post-production, so it's a great opportunity for interns who want hands-on experience in multiple aspects of the industry. We're looking for someone motivated and passionate, who has a can-do attitude. Strong research and writing skills are essential. Interns must have a car, valid driver's license, and a laptop. Please send resumes to cindy@kidsatplaymedia.com 5/3

Entertainment-Industry Software Company is hiring a Director of Customer Support and Software Development to provide day-to-day support for software product including troubleshooting and training, installing software, running training sessions and presentations, and maintaining website content. Should have computer programming background and experience with basic office networks and firewalls. Knowledge of entertainment industry and production/management/agency office operations a major plus. Full-time with health benefits. Email jobs@theindustryedge.com 5/3

Salient Media, content production, distribution and marketing company has an opening for a Coordinator to support the Digital and Production team. Duties: asset management and tracking, international and domestic asset delivery and coordination, digital delivery, online asset management, online marketing maintenance, trafficking of artwork, spots and trailers, and social media maintenance. 2 years Final Cut Pro and Photoshop required; minimum 1-2 year entertainment media industry experience. Knowledge of social media, marketing and digital assets a plus. Cover and resumes to collectivecareers@thecollective.com 4/23

Varsity Pictures/AwesomenessTV is a fast paced TV, Film, and digital production company looking for an experienced executive assistant. This creative-minded assistant will cover the desks of two programming executives, which includes heavy phones, heavy scheduling, script coverage and general office management. Applicants must be detail oriented, extremely organized, able to keep a cool head under pressure, and have excellent communication skills. Ideal applicants would be tech-savvy and proficient with Macs and PCs. This is a demanding environment and an excellent opportunity to learn about tv, film, digital production, music, marketing, and social media. Agency experience highly preferred but not required. Please send resumes as attachments to Careers@awesomenesstv.com 4/19

VIMBY, a Mark Burnett digital production company, is currently seeking student interns for this upcoming summer. Work in an innovative, progressive, fast paced and professional environment. Students will be exposed to all levels of the organization and assist in production coordination, content curation, and pre/post production responsibilities at a growing and fun entertainment company. Students must be registered at an accredited college. Please send resumes to hr@vimby.com 4/19

High-profile film & television producer seeks dedicated digital intern(s) who live and breathe the latest trends in technology, interactive media, and web 3.0. We are looking for a proactive person who can act as a researcher and analyst in this space and keep our company heads on top of new companies, technology, and trends. Film experience not needed just a passion and knowledge of all things digital, whether it’s programming/site development or marketing. The position may later include acting as a project manager on new digital focused initiatives that we’re developing along with some of the best minds in technology. Unpaid; college credit available. Recent college grads encouraged to apply. Email cover letter explaining why you are a digital maven with the subject “Digital Intern” in the subject line, days/hours able to work, and resume to interns8020@gmail.com 4/19

CASTING (ALL POSITIONS INCLUDING INTERNSHIPS)

NON-LA POSITIONS (All Locations/All Positions)

United Talent Agency seeks an IT Support Specialist in our New York office. This position is responsible for providing first line user support for the IT Department. The ideal candidate will have a college degree or equivalent related work experience and will have proficient knowledge of Windows based systems, computer networking, Windows Server Administration, Audio/Visual systems, HP printers and Microsoft Office. Provision new workstations, printers, and PDAs. Create user Windows network accounts, Exchange mailboxes, and Citrix accounts. Coordinate work with vendors and outside consultants. Troubleshoot problems with desktops, printers or PDAs. Assist users with software questions. Work with Facilities on office moves and setups. Assists users with the operation of all A/V Systems. Assist with IT issues related to executive relocation and assist issue related to home office technology. Please send resume in a Word format to nyc-it@unitedtalent.com

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NEW YORK, NY PERSONAL ASSISTANT- for high-profile grammy-award winning musician/actor/philanthropist. Full-time, based in NY, must have personal assistant experience. Salary 60-75K. Domestic and international travel required. Please send qualified resumes to: resume@okdoneassistants.com SUBJECT: NY PA **Please do not send if you do not currently reside in NY.  5/3

Leading branded content agency in NYC is looking for an admin assistant to support the President of the division. Responsibilities include answering phones, scheduling, expenses, errands, travel and assisting in creative development. Candidate needs to be detail oriented and have strong organizational and interpersonal skills in a fast paced environment. Email resume/cover letter to brandedcontentjobs@gmail.com  5/3

Leading branded content agency in NYC is looking for a Producer to oversee the creative and project management of various branded productions. Responsibilities include playing a lead role on content creation, execution and project management, as well as provide key contact with clients and agencies. Need to have creative, multitasking and organizational skills. Must have TV production, PowerPoint and Excel experience. ?Email resume/cover letter to brandedcontentjobs@gmail.com  5/3

Endgame Entertainment is seeking interns for its work based training program in New York relating to the company’s creative development department. Endgame Entertainment is a premier independent entertainment content producer and finance company whose credits include Side Effects, Looper, and An Education. Interns will gain training and experience in phones, clerical duties, and script coverage. Previous knowledge of script coverage is appreciated but not required. Please send cover letters and resumes to internendgame@gmail.com. Unpaid. School credit only. No calls please.  4/26

Prestigious, NY-based boutique talent Management Company representing high profile as well as developing actors and actresses looking for an assistant. It’s an opportunity to learn the entertainment business, develop management skills and work very closely with clients. Lots of potential to grow within. This position is the executive assistant to the president of the company. Must be reliable, trustworthy, professional person who is capable of working as an individual as well as part of a team. Able to handle heavy phones. Applicant should have strong computer and organizational skills. Must have the ability to multi-task, think on your feet and work in a high-pressure environment. Industry experience preferred. Please send resumes to newyorkmanagement250@gmail.com  4/23

GENERAL OFFICE POSITIONS-RECEPTIONIST/ PA /BOOKEEPING/ RUNNER

Media Rights Capital (MRC) is seeking ambitious, hard-working and passionate candidates for its Receptionist/Office Assistant position. Entry-level position with growth opportunities for the right candidate at a fast-paced media company. The job entails fielding heavy phones and interacting with MRC’s business partners in a friendly and professional manner. In addition to typical receptionist duties, the receptionist will be involved in general office support and included in the MRC Executive Trainee Program. Please send resume and cover letter to: recruiter@mrcstudios.com  5/3

INTERNSHIPS (Film & Television)

Boutique Talent Management Company with A-list clients seeking eager interns to start immediately. Must be able to handle heavy phones and other administrative duties. Candidate should be motivated, professional, organized, and computer literate. Interest in talent management is a plus. This is an unpaid internship. College credit is offered. Please send cover letter and resume to emmy@managementsac.com  5/3

Rat Entertainment, Brett Ratner’s production company (Horrible Bosses, Tower Heist, Mirror, Mirror), located on the Universal Studios lot, is looking for unpaid interns for upcoming summer semester. We need people who are willing to work 1-2 days a week, between the hours of 9am to 6:30pm. Duties will include Xeroxing, running errands, research, filing and sorting, dubbing tapes, temping on assistants’ desks, answering phones, reading scripts and writing coverage. We are looking for fastidious, self-reliant, eager, and responsible candidates. Please email resumes to ratfilmintern@gmail.com  5/3

Gaumont International Television, the studio behind HANNIBAL and HEMLOCK GROVE seeks summer interns for its creative affairs department. Duties include script coverage, research and administrative tasks. We are seeking detail-oriented students with a desire to work in television development. Interns must receive academic credit. Please send resumes to gaumontintltv.internships@gmail.com with "Creative Affairs" in the subject line.  5/3

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Great opportunity to learn the ins and outs of development and production in both television and film. Lots of script reading and coverage, in addition to standard office duties (copying, filing, phone, etc.). Looking for candidates who are passionate about entertainment and are hungry to learn all aspects of the business. Send resumes to mhentintern@gmail.com. 5/3

Great internship for writers! Boutique Beverly Hills literary management company seeks intelligent, creative intern with a sense of humor. Must be Tuesdays & Thursdays, but opportunities to come in more often. In addition to light general office duties, interns read and evaluate scripts and write coverage. 3-month commitment required. Email cover letter and resume to jobs@radmincompany.com with Office Internship in subject line. Internship is unpaid, but school credit available. 5/3

The Sheldon Prosnit Agency represents its below-the-line clients across its Motion Picture, Television, Commercial and Music Video Departments. This is an unpaid internship, however, a small stipend will be provided. School credit is available. Must be computer literate; should know Word and Excel on Macs. Must have a positive attitude, and good work ethic. Should have office experience. E-Mail cover letter and resume to: btfasst@gmail.com 5/3

Intrigue Entertainment, a film and television production company, seeks bright, organized interns for the Summer term in our Santa Monica offices. This will be a development-centric internship. Duties include writing coverage, treatments, conducting project research, participation in team meetings, and general administrative tasks (phones, burning discs, runs, etc). Ideal candidates will be professional and committed to at least two or three days a week. Candidate must supply his/her own laptop and should have their own transportation. Great opportunity to learn from a growing and passionate team. Position is unpaid, but college credit is available. Email cover letter and resume IN THE BODY OF THE EMAIL (we will not open attachments), with subject line INTERNSHIP to: intrigueasst@gmail.com 5/3

Feigco Entertainment, a Burbank based film production company, seeks highly motivated and organized interns to learn the ins and outs of film development and production. The interns will work directly with assistants to prepare you to work in any office in the industry. This is an office job and does not require being on a set. Interns should be self-sufficient, detail-oriented and not have to be micro-managed. Requirements: Able to work in West Los Angeles. Available to work a minimum of 15 hours per week. Reliable car. Can be discreet with confidential materials. Please send your email to Feigcointerns@gmail.com 5/3

Dances With Films Festival is seeking sharp, organized and motivated interns to start immediately. This will be invaluable for those wanting hand's on experience running a Film Festival and the general workings of the Film Industry. The 2nd largest Film Festival in LA, DWF is a 100% completely indie / discovery Festival so this is an unpaid internship but some perks and college credit is offered. Please have a GREAT attitude and sense of humor. Job responsibilities could be anything: Gen Admin, manning phones & running errands to interacting with filmmakers, working the red carpet & festival parties - whatever gets thrown at you! You should be able to work at least 20 hours/week prior to the Festival and also be flexible to be anywhere and everywhere you're most needed during the Fest (May 28 - June 11) Please send brief cover letter and resume to DWFLanier@gmail.com 5/3

Production office internship. Production office on a Hollywood studio lot. Will train you in video production, video editing, WordPress, YouTube, Facebook, Twitter, business affairs, publicity or journalism skills. Professional work environment and interesting projects. Must have a great attitude, be on time and committed. Unpaid. For summer (now) or fall semester. Send resume with a brief description of your career goals to intern@goshiv.com. 5/3

Swing Pictures, a Hollywood based company, is looking for part-time post-production interns for a feature documentary on Swing dancing (swingthedoc.com). Main duties will include graphic design/animation for the film, as well as, website design and maintenance. Experience with web design, Photoshop, Motion and After Effects is a plus. Must have a positive attitude and a good work ethic. Unpaid, but you will receive screen credit and academic credit, if needed. Please send cover letter, resume and availability to swingthedoc@gmail.com 4/30

Seeking intern for unique, large-scale art project working with prominent contemporary artist. Tasks include: Art research; Interview transcription; Administrative support; Photo editing and production. You will need: A high level of organization and attention to detail; Familiarity with Adobe Photoshop and Adobe CS, digital content and the WordPress content management system; Proofreading skills. Candidates should be well versed in contemporary art and culture, and should be cool under pressure. Commitment: 2 - 3 days per week beginning May 1, 2013, for 4 - 5 months. Location: Venice, CA. (This internship is unpaid.) Please email your cover letter and resume to: studio@dougaikenworkshop.com with subject heading Internship. 4/26
Medavoy Management is looking for summer interns. Great opportunity to gain experience and work with a top boutique management office. Must have superb organizational skills and a meticulous nature. Typical assistant duties apply such as answering phones, reading scripts, writing coverage, and helping with day to day office upkeep. Must be available 2-3 full days out of the week. This is unpaid but can count toward college credit. Must be Mac proficient and have excellent internet research skills. Please email resume and cover letter to monty@medavoymgmt.com 4/26

High profile talent/literary management company looking for a bright, articulate, and motivated intern. Company is a long-standing literary management company that represents numerous high-profile literary clients and A-list actors. Duties include, but are not limited to, reading queries, script coverage, general office duties, desk assistance, research, etc. Ideal candidates should have a passion for the entertainment industry, as well as a specific interest in representation. We are looking for hardworking interns who have a professional manner, strong work ethic, and desire to learn. Please send resumes to eddie@renaissancemgmt.net. 4/26

Occupant Entertainment ("The Wackness," "Peep World," upcoming "Better Living Through Chemistry" and "Behind the Mask") is currently hiring interns. The internship consists of heavy script coverage and research as well as assistance in all aspects of production and post production on current projects. This is a part-time, in-office internship. Candidates must be located in the Los Angeles area and able to start immediately. Occupant is a small company and has numerous film, television, and web projects in active development. Send resumes to occupantintern@gmail.com. This is an unpaid position. College credit is available. 4/26

Busy indie film distribution company is looking for an intern to start as soon as possible in the Acquisitions Department. Responsibilities include extensive filmmaker outreach, screening/reviewing of submissions, project tracking, and assisting executives with weekly acquisitions updates & follow up. We are looking for an individual who is hard working, highly organized and self-driven, who can commit to 2 or more days/week in our Century City office. Experience with project acquisitions, sales, contract negotiations and/or film reviewing a plus. Please email resumes to info@level33ent.com with "Summer Internship" in the Subject Line. We offer school credit to students enrolled in a recognized academic institution and a possible monthly stipend. 4/26

Mythology Entertainment, the production company behind the up-coming Sony blockbuster White House Down, starring Channing Tatum & Jamie Foxx, and the producers/writers of Black Swan, Shutter Island & Zodiac seek sharp, creative interns passionate about Film and TV. Excellent analytical reading and writing skills necessary, as coverage is expected regularly. We recognize and reward talent and give our interns an opportunity for creative input. Our internship program teaches interns the steps taken to develop and produce feature films and television series in a fun, friendly work environment. Car and laptop or ipad/kindle required. The internship is unpaid, but we do provide college credit, and gas reimbursement for running errands. Hours are 2-3 full days a week, 9am to 6pm. We are currently hiring interns for Summer 2013 (late May - Late August/Early Sept). Students entering their junior or senior year with prior internship/coverage-writing experience preferred. We are currently scheduling interviews. Please send resumes to nwiwinter@mythologyentertainment.com. 4/26

Dobre Films is an active film and television production company looking for a smart and effective intern to read scripts and write coverage. Your primary objective will be to actively find new material, read that material, write some coverage about it and be able to pitch the promising screenplays to the executives of the company. Must have knowledge of, and a passion for, the film business. Must be able to read and write on a high level, and have strong communication skills. A student or graduate of the film program is preferred but not required. Must be able to meet with the executives once per week to get assignments and tell us about what you have read. Must have a desire to grow in the entertainment business. Please send a cover letter to dobrefilmsinternship@gmail.com telling us some of your relevant experiences, why you would be a good intern, a resume and your contact information. 4/26

Evolution Entertainment/Twisted Pictures seeks college and graduate students to participate in its internship program for the [fall/winter/spring/summer] semester to start ASAP. Evolution is a top literary and talent management firm featuring a distinguished client roster. Principal Mark Burg is best known for the SAW horror franchise and hit TV shows like ANGER MANAGEMENT for FX. Primary duties include but are not limited to: script coverage, special projects as assigned and being able to perform basic office/clerical tasks (i.e. covering assistants’ phones if need be, filing, copying, faxing, etc.). We require all interns to receive school credit. Please email cover letters and resumes to: reception@evolution-ent.com and write INTERN in the subject line. 4/26

Boutique Management Company, primarily representing actors, is looking for full or part time interns. Ideal candidate would be personable, dedicated and outgoing, with the ability to multi-task and function as part of a team. Mac skills and general tech knowledge is a must. Please email resume and a cover letter to: info@jltalent.com 4/26
Academy Award winning company, Kopelson Entertainment is seeking highly motivated individuals to join our team as a development intern starting immediately. Our internship involves reading scripts, writing coverage and typical office work. College credit is not required for interns. There are no minimum days required per week. Please send resume and cover letter to bayleigh@kopelson.com. Please write KOPELSON ENTERTAINMENT INTERN in the subject field. 4/23

Blindlight (www.blindlight.com). Hollywood's leading production services company to the videogame industry, seeks passionate interns. Duties include but are not limited to office work, research, casting and VO production. Since we are a boutique office, interns are an integral part of our team. Candidates must be excited about the intersection of games and Hollywood. This internship is unpaid. Qualifications: Excellent communication skills and a entrepreneurial spirit. Email resume + why you're interested to blindlightpm@gmail.com 4/23

Radiant Productions, director Wolfgang Petersen's company, is seeking development interns for Summer 2013. Radiant combines epic-scale filmmaking with a great, small company environment. We are looking for smart, hardworking, dependable people who are eager to learn. Interns will read scripts, books, etc.; write coverage and receive feedback; complete research projects; and handle general office duties. They may also have the opportunity to join internal, pitch, or general meetings, at the supervisor’s discretion. This is a great, hands-on learning opportunity. 2-5 days/week. College credit is a must. Email cover letter and resume to radiantproductions@hotmail.com 4/23

1821 Media seeks intern to start immediately, one or two days out of the week, 10-5. Duties include script reading/coverage, research, errands, back-up phones, and general office maintenance. The position is unpaid, but we reimburse for lunches and provide school credit. Great opportunity for someone looking to gain experience in multiple facets of the industry, including features, comic books, and television. Email resumes/cover letters to 1821intern@gmail.com 4/23

Award-winning film production company headed by an A-list actor seeks development interns for the Summer 2013 semester. Duties include script and book coverage and development research as well as general administrative tasks such as phones, filing, and occasional runs. Applicants must be able to receive school credit for this unpaid internship and be available for at least two full days a week. E-mail cover letter, resume, and sample coverage to devinternLA@gmail.com 4/23

The LA branch of Denis Leary’s production/management company Apostle seeks interns to start as soon as possible. We have a first look deal at FOX Television studios. Must have the ability to juggle multiple tasks in a fast paced environment. Duties include answering busy phones, setting meetings, handling schedules, giving out appointments, typing correspondence, reading scripts and running some errands. Must be sharp, detail oriented; tech-savvy, have strong organizational and communications skills. Must be very well versed in computers and technology. Great position to learn about the inner workings of the representation field. Knowledge of Microsoft Outlook, Timetonote and Breakdown Express a plus. Course credit is available but not required. We’re looking for interns who can work 2-3 days/week. Please submit your cover letter/resume: sdivis@apostlela.com 4/23

Principato-Young Entertainment is a top management company known in the industry for our clients and for our culture that highlights teamwork, respect and results. Currently we are seeking interns interested in pursuing a career in the entertainment industry. Candidates must be articulate, personable, driven to succeed through hard work fast, resourceful and to find no task to small. Duties include: answering phones, general office duties, submissions, heavy script coverage and various runs. This is an excellent opportunity to learn and to get noticed. Must be able to START IMMEDIATELY AND commit to a MINIMUM OF 3 DAYS A WEEK. Please send resumes to pyeinternship@gmail.com 4/23

Weed Road Pictures/Safehouse Pictures seek development interns for the Spring 2013 Semester. Headed by an Oscar-winning writer/director/producer, we are two production companies with a first-look deal at Warner Bros and an exclusive television deal at HBO. The internship offers students a tremendous opportunity to learn about the entertainment industry on a major studio lot. It involves reading, research, errands, script coverage, office work, and other typical intern duties. You must receive college credit. Minimum 2 days/week for a semester's commitment. Reliable transportation required. Please submit resume and cover letter to wrinterns@gmail.com 4/19

High end production company seeks interns to work on an hour-long documentary sports special that will air on a premium cable network. The show is about the greatest American sports moments throughout history, as told through the eyes of everyday fans themselves. Interns will work closely with the show's editor and directors, and duties will mostly involve photo and footage research. Must be able to receive school credit and work at least 2 days per week (although more days are possible). Please email resumes and cover letters to sportsdocintern@gmail.com 4/19

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Seeking interns interested in feature film and TV development at CAPTIVATE ENTERTAINMENT (producers of the JASON BOURNE FRANCHISE). Duties will include project research, reading, script and book coverage, and administrative tasks. Captivate Entertainment is a production company with a first look deal at Universal Studios based on the Uni lot. Great opportunity for a crash-course in story and development for aspiring producers, screenwriters, and directors. Internship requirements: Currently enrolled in undergrad or graduate program. Candidates must receive school credit for the internship. Please send resume and cover letter to bensmith.assistant@gmail.com.

High Noon Entertainment in Santa Monica is looking for Interns for Summer 2013. Duties include providing general office assistance and research assistance to development team as well as assisting with pilot/presentations for networks. Interns should have had a basic introduction to television production. Must receive college credit for internship. Interested candidates should contact Liz Davis at LDavis@highnoontv.com.

Mid-Sized Management and Production Company seeks highly motivated INTERNS to Producers and Literary Managers with A-List clients and significant credits. Job description involves office duties, answering phones, reading and analysis of scripts. This is a great opportunity to learn about entertainment finance, production and distribution and become a Producer and/or Manager. Great training and access to Talent in a fun environment. No Industry experience required. Please email resume to infinitymgmt@juno.com.

Producer with studio deal is seeking an intern for live, monthly storytelling event Don't Tell My Mother! Critically-acclaimed, this show features celebrities and emerging talent sharing true stories they’d NEVER want their moms to know. Duties include all aspects of production - casting, reading submissions, marketing, etc. Great way to meet people in the business, make connections, learn the ropes. Email: donttellmymothershow@gmail.com.

The Sheldon Prosnit Agency represents its below-the-line clients across its Motion Picture, Television, Commercial and Music Video Departments. This is an unpaid internship, however, a small stipend will be provided. School credit is available. Must be computer literate; should know Word and Excel on Macs. Must have a positive attitude, and good work ethic. Should have office experience. E-Mail cover letter and resume to: btfasst@gmail.com.

Very reputable boutique talent agency in Beverly Hills seeks office interns (unpaid) for start immediately. Required availability is at least two days a week M-F, 9:30 AM- 5:30PM. Qualified candidates should be motivated, responsible, dedicated to learning and possess superior skills in communication, organization and prioritizing tasks. Duties include copying/scanning/filing, faxing, covering assistant & reception desks when needed, light script coverage, going through breakdowns & submissions, and occasional running of errands. Applicants should be proficient with both PC's and Mac computers. Send resumes to beverlyhillstalentagency@yahoo.com.

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