

## **ASSISTANT TO TALENT AGENT, YOUTH DIVISION**

Category: Job Listings

September 13, 2018

### **BUCHWALD**

Our Bi-Coastal Talent Agency is looking to hire an assistant in the Los Angeles office. This desk is for the Youth Division so prefer candidates that have experience dealing with kids/parents, and those that want to pursue a career in being a Youth Talent Agent. Candidates need to have one year of talent agency or management experience and must be organized, ambitious, detail-oriented and computer savvy. Must be able to multi-task, handle a heavy volume of calls and possess excellent interpersonal skills.

Knowledge of InEntertainment and Breakdown Express is preferred.

Salary: \$14.42 hr plus overtime. Medical, Sick Pay, Vacations, Etc.

Send resume to [careers@buchwald.com](mailto:careers@buchwald.com)

## **EXECUTIVE ASSISTANT FOR ON-CAMERA ADULT COMMERCIAL DEPARTMENT**

Category: Job Listings

July 30, 2018

### **Coast to Coast Talent Group, Inc.**

Coast to Coast Talent seeks a dynamic Executive Assistant for our On-Camera Adult Commercial Department. We are looking for someone who is seeking longevity and a desire to grow within the company.

Ideal candidates should have some background working in either talent representation or casting. Solid work ethic, self-motivated, detail-oriented, professional demeanor and computer savvy with social media experience. Must be able to multi-task, handle a heavy volume of emails/calls and possess excellent oral & written communication skills. Experience with internal database network (FileMaker Pro) as well as the casting platforms - LA Casting & Casting Frontier is a major plus.

Compensation: commensurate with experience + benefits

## COMMERCIAL AGENT

Category: Job Listings  
July 26, 2018

### **Amsel, Eisenstadt, Frazier & Hinojosa, Inc.**

Talent Agency seeks to add a personable and driven full-time Commercial Agent to handle growth in our Adult Department. We are an established boutique agency that offers a personalized approach to our carefully curated selection of clients.

The ideal candidate would bring talent with them to add to our existing roster.

#### MUST HAVE:

- A MINIMUM of 2 years experience as a junior agent/agent or junior manager/manager.
- Strong relationships with buyers/casting.
- Extensive knowledge of SAG/AFTRA & print negotiations.

\*Salary/commission-driven compensation dependent on experience

\*Possibility to work remotely

Please send resumes to [officemanager@aef talent.com](mailto:officemanager@aef talent.com)

## ADULT THEATRICAL AGENT

Category: Job Listings  
July 26, 2018

### **Amsel, Eisenstadt, Frazier & Hinojosa, Inc.**

Talent Agency seeks to add a personable and driven full-time Theatrical Agent to handle growth in our Adult Department. We are an established boutique agency that offers a personalized approach to our carefully curated selection of clients.

The ideal candidate would bring talent with them to add to our existing roster.

#### MUST HAVE:

- A MINIMUM of 1.5 years experience as a junior agent/agent or junior manager/manager.
- Familiarity with buyers/casting.

- Knowledge of SAG/AFTRA rules & regulations.

\*Salary/commission-driven compensation dependent on experience

Please send resumes to [officemanager@aftalent.com](mailto:officemanager@aftalent.com)