



**Tisch Office of Career Development**

# Guide to L.A. Temping and Staffing Firms

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## ***HOW TO USE THIS DOCUMENT***

There are many companies that specialize in placing talented individuals in temporary or fixed-term employment situations. This is not meant to be a comprehensive or exclusive list, and should not replace your own research and proactive approach to the job hunt. We hope you find it a useful starting point.

- 1.** Before calling, do your research. Visit the websites of the firm you are interested in. Familiarize yourself with the industries and type of hiring they are known for. It is important to get a feel for the placement company and their reputation.
- 2.** Review the requirements and screening process for candidates. Will they require an Excel or typing test? Do you need a portfolio? Could this placement be a career launching pad?
- 3.** You will get the most of your short-term assignment if you treat it like a full time opportunity. You will interact with industry professionals and have the opportunity to show them strengths. Try your best and take the role seriously, even if you don't expect to grow with the organization. Seize simple opportunities to build relationships and network, and to develop new skills that you can market to future employers.
- 4.** Temping can be a great way to boost your resume and add experience in the workplace. Many staffing companies offer training to their staff of employees, so take advantage of this resource.

## ***USEFUL DEFINITIONS***

There are three main types of job placements in the staffing industry:

- *Temporary* or *contract*, where you work for a staffing firm's customer on an interim basis
- *Temp-to-perm* or *temp-to-hire*, where you work for a staffing firm's customer on a trial basis to determine if the job is a good fit for your skills, interests, and career goals—if so, you become the customer's employee
- *Direct hire* or *permanent*, where you are recruited by the staffing firm and then hired by its customer

For more information regarding staffing practices, statistics, and access to a national staffing company database, please visit the **American Staffing Association's** website: [www.americanstaffing.net](http://www.americanstaffing.net).

## ***MEDIA, ENTERTAINMENT, AND ARTS-RELATED RECRUITMENT AND STAFFING FIRMS***

<b><i>Name</i></b>	<b><i>Contact Info</i></b>	<b><i>Details</i></b>
<b>24 Seven Talent</b>	325 Wilshire Boulevard St. Suite 202 Santa Monica, CA 90401 P: 310-587-2772 F: 310-587-2750 <a href="http://www.24seventalent.com">www.24seventalent.com</a>	<b>Specializes in:</b> Fashion, Action Sports, Beauty, Home Furnishing, Retail, Marketing, Advertising, Creative  <b>Type:</b> Permanent, Temp
<b>Act 1</b>	330 S. Hope Street, Ground Floor Los Angeles, CA 90071 P: 213-623-8166 <a href="http://www.act-1.com">www.act-1.com</a>	<b>Specializes in:</b> Administrative, Professional, Technical  <b>Type:</b> Permanent, Temp
<b>Adecco</b>	11901 Santa Monica Blvd, Suite 211 Los Angeles, CA 90025 P: 310-479-3355 <a href="http://www.adeccousa.com">www.adeccousa.com</a>	<b>Specializes in:</b> Accounting & Finance, Admin & Clerical, Call Center & Customer Service, Creative, Engineering, Hospitality, Industrial & Manufacturing, Information Technology, Medical & Science, Transportation & Warehousing,  <b>Type:</b> Intern, Permanent, Temp
<b>Appleone</b>	<p><b>Appleone Downtown</b> 725 S. Figueroa Street, Suite 1600 Los Angeles, CA 90017 P: 213-892-0234 <a href="http://www.appleone.com">www.appleone.com</a></p> <p><b>Appleone Beverly Hills</b> 6420 Wilshire Boulevard, Suite 1450 Los Angeles, CA 90048 P: 310-228-9400 <a href="mailto:beverlyhills@appleone.com">beverlyhills@appleone.com</a> <a href="http://www.appleone.com">www.appleone.com</a></p> <p><b>Appleone Westwood</b> 1250 Westwood Boulevard Los Angeles, CA 90024 P: 310-477-0021 <a href="http://www.appleone.com">www.appleone.com</a></p> <p><b>Appleone Glendale</b> 325 West Broadway Glendale, CA 91204 P: 818-240-8230 <a href="http://www.appleone.com">www.appleone.com</a></p>	<p><b>Specializes in:</b> Accounting, Clerical, Customer Service, Entertainment, Human Resources, Legal, Medical/Dental, Sales/Marketing, Tech/Engineering, Travel/Hospitality</p> <p><b>Type:</b> Permanent, Temp</p>

<b>Name</b>	<b>Contact Info</b>	<b>Details</b>
<b>Central Casting</b>	220 S. Flower Street Burbank, CA 91502 Registration Info: 818-562-2755 P: 818-562.2700 F: 818-562-2786 <a href="http://www.centralcasting.com">www.centralcasting.com</a>	<b>Specializes in:</b> Background acting  <b>Type:</b> Temp
<b>Corestaff</b>	2 North Lake Avenue, Suite 900 Pasadena, CA 91101 P: 626-449-7551 <a href="mailto:sonyresumes@corestaff.com">sonyresumes@corestaff.com</a> <a href="http://www.corestaff.com">www.corestaff.com</a>	<b>Specializes in:</b> Variety of divisions. Services Sony.  <b>Type:</b> Permanent, Temp
<b>Creative Circle</b>	5900 Wilshire Blvd, 11 <sup>th</sup> floor Los Angeles, CA 90036 P: 323-930-2333 F: 888-722-3181 <a href="http://www.creativecircle.com">www.creativecircle.com</a>	<b>Specializes in:</b> Creative and design positions.  <b>Type:</b> Permanent, Temp
<b>Eleventh Hour</b>	4120 Del Rey Avenue, Building B Marina Del Rey, CA 90292 P: 310-821-6900 F: 310-821-6966 <a href="http://www.11thr.com">www.11thr.com</a>	<b>Specializes in:</b> Creative and Entertainment companies.  <b>Type:</b> Permanent, Temp
<b>Executive Temps</b>	2321 West Olive Avenue, Suite F Burbank, CA 91506 P: 818-563-2939 F: 818-563-2655 <a href="http://www.executive-temps.com">www.executive-temps.com</a>	<b>Specializes in:</b> Exclusively entertainment temp agency. Services all major entertainment companies  <b>Type:</b> Permanent, Temp
<b>First Professional Services</b>	P: 323-655-1009 <a href="https://first-ps.com/">https://first-ps.com/</a>	<b>Specializes in:</b> Entertainment w/ Fox, Paramount, HBO, Nickelodeon, etc.  <b>Type:</b> Permanent, Temp
<b>The Friedman Agency</b>	9000 W. Sunset Blvd # 705 Los Angeles, CA 90069 P: 310-550-1002 F: 310-273-5845 <a href="http://www.friedmanpersonnel.com">www.friedmanpersonnel.com</a>	<b>Specializes in:</b> Admin  <b>Type:</b> Permanent, Temp
<b>Team Greenlight Jobs</b>	<a href="http://www.greenlightjobs.com">www.greenlightjobs.com</a>	<b>Specializes in:</b> Variety of divisions  <b>Type:</b> Permanent, Temp
<b>Ultimate Staffing Services</b>	1925 Century Park East, Suite 450 Los Angeles, CA 90067 P: 310-201-0062 <a href="http://www.ultimatestaffing.com">www.ultimatestaffing.com</a>	<b>Specializes in:</b> Variety of divisions. Services Fox.  <b>Type:</b> Permanent, Temp

## **GENERAL STAFFING FIRMS AND RECRUITING AGENCIES**

<b>Name</b>	<b>Contact Info</b>	<b>Details</b>
<b>Stivers Temporary Personnel</b>	3701 Wilshire Blvd # 515 Los Angeles, CA 90010 P: 310-475-7700 F: 213-386-4806 <a href="http://www.stivers.com">www.stivers.com</a>	<b>Specializes in:</b> Advertising, Automotive, Computer, Educational, Hi-Tech, Health Care, Industrial, Legal, Marketing, Publishing, Real Estate, Telecommunications, Travel  <b>Type:</b> Permanent, Temp
<b>Volt Staffing</b>	2401 N. Glassell Street Orange, CA 92865 P: 714-921-8800 <a href="http://www.volt.com">www.volt.com</a>	<b>Specializes in:</b> Administrative and Light Industrial  <b>Type:</b> Permanent, Temp

## **ADDITIONAL RESOURCES**

**The UTA List:** United Talent Agency's internal list of open positions available in the entertainment industry. There's a wide range of jobs listed including general administrative, PA, internships, management, and even executive positions. The list comes out weekly via email and cannot be obtained directly from UTA. Find it instead on various industry blogs such as The Anonymous Production Assistant ([www.anonymousproductionassistant.com](http://www.anonymousproductionassistant.com)), in the Career Document Library of Tisch College Central ([www.collegecentral.com/tisch](http://www.collegecentral.com/tisch)), or just google "UTA list."