
Job Title: Administrative Assistant

Department: Administration

Reports to: ESP Executive Planning Committee

Supervisor: CEO (Tony Mullins)

Duties are as follows, but not limited to:

- **Creating, filing, and archiving Minutes for Executive Board Meetings.**
- **Occasionally generating and distributing general business correspondences for Evening Star Productions, as well as serving as a general liaison for the company, providing necessary materials for both the inner and outer office.**

Pay: None. Volunteer based.

If interested, please send your resume and cover letter to jobs@eveningstarpro.com, with the subject: Secretary. Serious Inquires only.
