

VACANCY

Executive Assistant

Xanthe Films, LLC

Chicago, Illinois

Seeking an Executive Assistant for a startup film production company with an aggressive production slate for the next two years. Candidate would work from home first and eventually move into an office.

We are looking for someone smart, ambitious and with a good attitude who wants a career in the industry. An agile mind, organization and exceptional writing skills are a must. This is a job that will start small and grow exponentially for the right person.

To apply send your resume to employment@xanthefilms.com.

Currently, due to lack of finances we are unable to provide a fixed salary for this position, however we will provide film credits and deferred payment once and when our films are completed and distributed.

Xanthe Films is an Equal Opportunity Employer.