

City of Las Vegas Career Opportunity

Applications are being accepted for a full time **Event Planner & Film Liaison** for the City of Las Vegas Community Development Department.

Entry Level: \$14.61

Nature of Job: The purpose of the position is to serve as a liaison between event promoters, film location managers/productions, organizations, City departments and other public agencies prior to and during events. Media Marketing, development, design and distribution of advertising, press releases, mailings, posters, flyers, newsletters, brochures and other promotional materials. The person in the position also assists with tourism and visitor services by collaborating with the agency contracted with the City for these services. (A detailed job description is available at the Human Resource Office.)

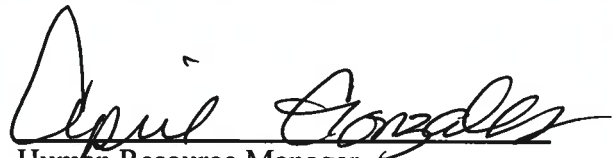
Qualifications: If required to operate a city vehicle, must possess a valid New Mexico Class D operator's License and be insurable by the City's insurance carrier. Bachelor's degree (B.A.) from four-year College or University; or two or more years related experience and/or training; or equivalent combination of education and experience. A degree in Leisure/Tourism Services, or Marketing preferred. This position requires extensive knowledge of New Mexico State history and specifically the history of the area.

Posted: General Public: March 8, 2018 – Until filled

General Public: Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:


Ann Marie Gallegos, Interim City Manager


Human Resource Manager