

CITY OF LAS VEGAS CAREER OPPORTUNITY

Applications are being accepted for an **Event Planner / Film Liaison** for the City of Las Vegas.

Entry level: Negotiable

Nature of Job: 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 or filming to ensure that facilities, physical setup and personnel are provided to meet requirements of the event; to make recommendations and facilitate event advertising, proper notification and promotions. The person in this position works closely with the City Film Commission, the New Mexico Film Office and related agencies and organizations. The person in the position also assists with tourism and visitor services by collaborating with agency contracted with the City for these services. The hours of work are varied as dictated by evening and weekend meetings and events. (A detailed job description is posted at the Human Resource Office.)

Qualifications: Bachelor's degree (BA) from a 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, Marketing is preferred. This position requires extensive knowledge of New Mexico state history and specifically the history of the area.

Deadline: UNTIL FILLED. Applications are available at the Human Resource Office, 1700 N Grand Ave., Las Vegas, NM or www.lasvegasnm.gov

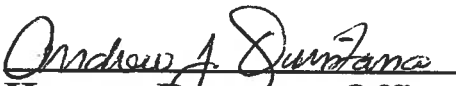
Posted: In-House

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The City of Las Vegas is a drug free workplace.

Reviewed/approved for publishing by:



City Manager



Human Resource Officer