

## **RECRUITING ANNOUNCEMENT**

### **Incentive Program Coordinator**

Location: Las Vegas, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced professional to be the Incentive Program Coordinator supporting the Nevada Film Office.

#### **Core Functions & Responsibilities**

- Provide assistance to production companies relating to the procedures for completing program applications, forms, and schedules.
- Review applications to determine eligibility in accordance with regulations and program guidelines.
- Attend and help facilitate film tax credit public meetings, including posting required notices, preparing materials, and transcribing meeting minutes.
- Coordinate with approved CPAs to ensure audit procedures are sufficient and followed to comply with program requirements.
- File all necessary reports and paperwork per NRS 360.758 and coordinate issued credits with Gaming Control Board and Taxation.
- Organize program files in accordance with state records retention guidelines and maintain database of applicant information.
- Conduct economic impact analyses on incentivized productions.
- Track and report quarterly metrics on production revenue.
- Assist productions through all aspects of filming in Nevada, including making connections with local crew and vendors.
- Complete and assist with other projects as needed.

#### **Demonstrated Knowledge/Skills/Abilities**

- Demonstrated experience in business development, film production, incentive agreements and/or contracting;
- Excellent interpersonal skills, with an ability to partner with a dynamic leadership team;
- Flexible and able to multitask while managing competing deadlines and priorities;
- Knowledge of Microsoft Office products;
- Attention to detail and accuracy.

#### **Education and/or Experience**

- College degree in accounting, public administration, business or applicable field;
- Three years of relevant experience or an equivalent combination of education and experience.



### **Salary and Benefits**

\$ 58,568 annually, with an 11% increase in salary effective July 1, 2024.

This position will be full-time, non-classified and exempt.

Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary.

The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 12 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are available.

### **Location**

This position will be based in Las Vegas, Nevada.

### **Travel Requirements**

Occasional travel may be required.

### **To Apply**

Please send resume and cover letter to Michelle Sibley at [msibley@goed.nv.gov](mailto:msibley@goed.nv.gov)

Or via mail:

Nevada Governor's Office of Economic Development

Attn: Michelle Sibley

808 W. Nye Lane

Carson City, NV 89703

### **Application Deadline**

Resumes will be accepted until recruitment needs are satisfied.

*The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.*

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