

**CLARK COUNTY
PARKS & RECREATION DEPARTMENT
Part-time Employee Recruitment Request Form**

POSITION: **MANAGEMENT ASSISTANT | PRODUCTION TECHNICIAN**

LOCATION: **Sunset Park
2601 E Sunset Road
Las Vegas, NV 89120**

CONTACT: **Brian Saliba, 455 - 8200**

DESCRIPTION OF DUTIES:

Experience in concerts/music festivals/live entertainment/special events/event management in one of the following areas:

- Stagehand/Audio/Video/Lighting or Technical degree or equivalent experience (3+ year's professional experience or more) required.
- Set up/Tear down, Stagehand, Deckhand, Stage Manager or set building or construction.
- Some knowledge and understanding of technical and theatrical terminology beneficial.
- Some knowledge of technical set-up documentation such as stage plots, light plots, audio plots,
- Operate forklift to complete setup.
- Operate oversized motor vehicle while towing: trailer, mobile stage, bleachers, flatbed trailer, etc
- Effectively and efficiently move around work area.
- Work is physical in nature and requires complete physical mobility, including but not limited to balancing, bending, carrying, climbing, crawling, reaching, squatting, twisting, lifting, up to 50 pounds, and pushing/pulling up to 50 pounds.
- Performs all other job-related duties as requested

MINIMUM QUALIFICATIONS:

- Must be a self-starter
- 3+ years of experience in the industry
- Knowledge of events and event set-up.
- Ability to read, write, communicate and interact with individuals at all levels
- Can work as part of a team.
- Ability to do simple math.
- Understand and comply with all departmental rules, regulations, policies and procedures.
- Ability to exercise sound judgment.
- Ability to operate forklift as needed
- Ability to multi-task and work well under pressure.
- Skill in establishing and maintaining a working relationship with staff and clientele
- Ability to follow direction and complete tasks efficiently and within the time outlined by supervisor.
- Staging, lighting, video and audio skills, along with knowledge of stage production is a plus.
- Good hygiene/grooming and practice good customer service.
- Ability to work any hours particularly nights and weekends.
- Available for work with an 8-hour notice
- This position is subject to varying levels of noise, heat and smoke.

II. Physical requirements:

Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials and/or a computer screen, hearing and speech to communicate in person or over a radio or the phone. Safely lift and carry up to 50 pounds. Drive a motor vehicle to reach off site production locations as well as the ability to transport production or stage equipment. Mobility to climb to ascend and descend ladders and stairs, balance on narrow surfaces, stoop, kneel, crouch and crawl. Ability to stand or sit for prolonged periods with stamina to maintain concentration for an extended period of time.

APPLICATION PROCESS:**Applications can be downloaded at:**

<https://files.clarkcountynv.gov/clarknv/Parks%20&%20Recreation/Employment/part-time-employment-application-fillable.pdf>

DAYS: Varies (Monday through Sunday)

HOURS: On-Call / Seasonal

PAY RATE: \$17.00-19.00

OF VACANCIES: OPEN

DATE NEEDED: SEASONAL March-November

POST THROUGH: Open and continuous