



## CLARK COUNTY DEPARTMENT OF PARKS & RECREATION

2601 E Sunset Road  
Las Vegas, NV 89120  
(702) 455-8200

[www.ClarkCountyNV.gov](http://www.ClarkCountyNV.gov)

Part-Time Employment

### For the position of management assistant for Public Arts Part-time Position (Graphic Designer & Social Media Coordinator)

2601 E Sunset Rd, Las Vegas, NV 89120

Phone (702) 455-8685

[CCPublicArt@ClarkCountyNV.gov](mailto:CCPublicArt@ClarkCountyNV.gov)

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#### SALARY

\$20.00 Part-Time Hourly

**OPENING DATE:** 4/22/2025

**CLOSING DATE:** 4/26/2025

#### **ABOUT THE POSITION:**

The Clark County Public Arts Office seeks a creative and organized individual to serve as a Graphic Designer and Social Media Coordinator. This role involves crafting compelling visual content and managing social media platforms to enhance public engagement with the county's diverse art programs, exhibitions, and community projects. Must have some knowledge and passion for Public Art. Upon interview, please bring pictures or portfolio of your work. Work schedule is Monday –Thursday 1:00 pm – 5:30 pm and evening events. Part-time employment will not lead to permanent employment. Part-time hourly employees are used to fill positions normally less than twenty (20) hours per week. Part-time employees do not receive benefits.

#### **KEY RESPONSIBILITIES**

**Graphic Design:** Design promotional materials such as flyers, brochures, banners, and digital assets for public art projects, gallery exhibitions, and educational programs. - Develop visuals for print and digital platforms, ensuring consistency with the county's branding and accessibility standards. - Collaborate with artists and staff to create materials communicating project goals and community impact.

**Social Media Management:\*** - Manage and curate content for the Public Arts Office's social media channels, including Facebook, Instagram, and Twitter. - Develop and implement social media strategies to increase visibility and engagement with the community. - Monitor social media trends and analytics to inform content creation and outreach efforts.

**Photography and Videography:\*** - Capture high-quality photos and videos of public art installations, events, and community workshops. - Edit and produce multimedia content for promotional materials and online platforms.

**Community Engagement:\*** - Assist in planning and promoting public art events, workshops, and exhibitions. - Engage with community members, artists, and stakeholders to foster participation and support for public art initiatives.

#### **MINIMUM REQUIREMENTS**

**Education and Experience:** Candidate must be 18 years of age. High school diploma or equivalent is a must.

**Clark County Is An Equal Opportunity Employer**

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**Preferred Qualifications:**

- Ability to work independently with minimal supervision while maintaining a positive attitude.
- Experience in graphic design, with a focus on advertising.
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign) and familiarity with Canva or similar design tools.
- Experience in creating logos, original concepts, and designing for various advertising platforms (digital display, print, etc.).
- Familiarity with organic social media platforms (Instagram, Facebook) and analytics tools.
- Excellent communication and organizational skills.
- Team player with a collaborative working style.
- Motion graphic and video editing experience is a plus.
- Basic knowledge of photography and video editing software.

**Additional Requirements:**

- Ability to work independently and collaboratively in a dynamic environment.
- Flexibility to attend events and meetings outside of regular working hours as needed.

**Licensing and Certification:** First aid, CPR, and AED certification may be required.

**Working Conditions:** Must hold a current driver's license.

**Background Investigations:** Employment is contingent upon the results of a background investigation & drug test.

**APPLICATION PROCESS:**

Applications can be picked up at any Parks & Recreation facility or can be downloaded at <https://files.clarkcountynv.gov/clarknv/Parks%20&%20Recreation/Employment/part-time-employment-application-fillable.pdf>

Submit your application to [CCPublicArt@ClarkCountyNV.gov](mailto:CCPublicArt@ClarkCountyNV.gov)