



**CLARK COUNTY
DEPARTMENT OF PARKS & RECREATION**

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

www.ClarkCountynV.gov/parks

Part-Time Employment

For the position of: Management Assistant – Production Tech I

Location: Varies

Contact: Travis Smith, Program Supervisor

702-455-8170 | PRSpecialEvents@ClarkCountyNV.gov

SALARY:

\$17.00 - \$18.00 Hourly

OPENING DATE: September 2023

CLOSING DATE: Continuous

DESCRIPTION OF DUTIES:

- Demonstrate professionalism and good customer service when dealing with clients and the public.
- Handle equipment with care and ensure proper use/storage.
- Function as a Stagehand, Deckhand, or Stage Manager.
- Set up/Tear down of tables, chairs, tents, barricade, signage, staging, trash cans, etc.
- Perform set building, rigging, or construction.
- Maintain knowledge and understanding of technical and theatrical terminology.
- Read and understand technical set-up documentation such as stage plots, light plots, and audio plots.
- Have a general understanding of OSHA codes pertaining to general workplace safety.
- Withstand varying levels of noise, heat, and smoke.
- Effectively and efficiently move around work area with complete mobility, such as, balancing, bending, carrying, climbing, crawling, reaching, squatting, twisting.
- Occasionally lift, move, push, or pull up to 100 pounds and frequently up to 50 pounds.
- Operate forklift to complete setup with certification.
- Operate golf carts and oversized motor vehicles with certification.
- May be required to perform tasks outside of specific scope of work as assigned.

MINIMUM QUALIFICATIONS:

Required Skills/Abilities:

- Ability to read, write and communicate.
- Ability to do simple math.
- Ability to exercise sound judgment.
- Ability to work any hours including nights and weekends.
- Ability to multi-task and work well under pressure.

Education/Experience:

- Previous event/entertainment experience preferred.

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Physical Requirements:

- Ability to work in cold, hot, noisy, smoky, damp, dimly lit, or illuminated environments.
- Ability to lift, push or pull a minimum of 100 pounds.
- Physically able to climb stairs.
- Normal vision and hearing range, absence of color blindness.
- Ability to stand or sit for prolonged periods of time.
- Ability to work for long or late shifts.

Background Investigations:

Employment is contingent upon the results of a background investigation, fingerprinting, and pre-employment drug testing.

Part-time employment will not lead to permanent employment. Part-time employees do not receive benefits.

APPLICATION PROCESS:

Applications can be picked up at any Parks & Recreation facility or can be downloaded at https://www.clarkcountynv.gov/government/departments/parks_recreation/services/employment.php



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2601 E Sunset Road Las Vegas, NV 89120
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Part-Time Employment

For the position of: Management Assistant – Production Tech II

Location: Varies

Contact: Travis Smith, Program Supervisor
702-455-8170 | PRSpecialEvents@ClarkCountyNV.gov

SALARY:

\$19.00 - \$20.00 Hourly

OPENING DATE: September 2023

CLOSING DATE: Continuous

DESCRIPTION OF DUTIES:

- Demonstrate professionalism and good customer service when dealing with clients and the public.
- Handle equipment with care and ensure proper use/storage.
- Function as a Stagehand, Deckhand, or Stage Manager.
- Set up/Tear down of tables, chairs, tents, barricade, signage, staging, trash cans, etc.
- Perform set building, rigging, or construction.
- Maintain knowledge and understanding of technical and theatrical terminology.
- Read and understand technical set-up documentation such as stage plots, light plots, and audio plots.
- Have a general understanding of OSHA codes pertaining to general workplace safety.
- Withstand varying levels of noise, heat, and smoke.
- Effectively and efficiently move around work area with complete mobility, such as, balancing, bending, carrying, climbing, crawling, reaching, squatting, twisting.
- Occasionally lift, move, push, or pull up to 100 pounds and frequently up to 50 pounds.
- Operate forklift to complete setup with certification.
- Operate golf carts and oversized motor vehicles while towing enclosed trailer, flatbed trailer, mobile stage, bleachers, etc.
- Lead mobile stage assembly and breakdown with certification.
- May be required to perform tasks outside of specific scope of work as assigned.

MINIMUM QUALIFICATIONS:

Required Skills/Abilities:

- Ability to read, write and communicate.
- Ability to do simple math.
- Ability to exercise sound judgment.
- Ability to work any hours including nights and weekends.
- Ability to multi-task and work well under pressure.

Education/Experience:

- OSHA 10 Certification (within 60 days of employment)
- CCPR Special Events Towing Training (within 60 days of employment)
- Minimum 2 years experience

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Physical Requirements:

- Ability to work in cold, hot, noisy, smoky, damp, dimly lit, or illuminated environments.
- Ability to lift, push or pull a minimum of 100 pounds.
- Physically able to climb stairs.
- Normal vision and hearing range, absence of color blindness.
- Ability to stand or sit for prolonged periods of time.
- Ability to work for long or late shifts.

Background Investigations:

Employment is contingent upon the results of a background investigation, fingerprinting, and pre-employment drug testing.

Part-time employment will not lead to permanent employment. Part-time employees do not receive benefits.

APPLICATION PROCESS:

Applications can be picked up at any Parks & Recreation facility or can be downloaded at https://www.clarkcountynv.gov/government/departments/parks_recreation/services/employment.php



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2601 E Sunset Road Las Vegas, NV 89120
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Part-Time Employment

For the position of: Management Assistant – Production Tech III

Location: Varies

Contact: Travis Smith, Program Supervisor
702-455-8170 | PRSpecialEvents@ClarkCountyNV.gov

SALARY:

\$21.00 - \$22.00 Hourly

OPENING DATE: September 2023

CLOSING DATE: Continuous

DESCRIPTION OF DUTIES:

- Act as point of contact and communicate professionally and effectively with clients and staff.
- Ensure safety of staff by monitoring proper use of equipment and recognizing and minimizing hazards.
- Monitor staff performance and behavior and address and/or report violations.
- Assign tasks and track progress to ensure efficient operations.
- Demonstrate professionalism and good customer service when dealing with clients and the public.
- Handle equipment with care and ensure proper use/storage.
- Function as a Stagehand, Deckhand, or Stage Manager.
- Set up/Tear down of tables, chairs, tents, barricade, signage, staging, trash cans, etc.
- Perform set building, rigging, or construction.
- Maintain knowledge and understanding of technical and theatrical terminology.
- Read and understand technical set-up documentation such as stage plots, light plots, and audio plots.
- Have a thorough understanding of OSHA codes pertaining to general workplace safety.
- Withstand varying levels of noise, heat, and smoke.
- Effectively and efficiently move around work area with complete mobility, such as, balancing, bending, carrying, climbing, crawling, reaching, squatting, twisting.
- Occasionally lift, move, push, or pull up to 100 pounds and frequently up to 50 pounds.
- Operate forklift to complete setup with certification.
- Operate golf carts and oversized motor vehicles while towing enclosed trailer, flatbed trailer, mobile stage, bleachers, etc.
- Lead mobile stage assembly and breakdown.
- May be required to perform tasks outside of specific scope of work as assigned.

MINIMUM QUALIFICATIONS:

Required Skills/Abilities:

- Ability to read, write and communicate.
- Ability to do simple math.
- Ability to exercise sound judgment.
- Ability to work any hours including nights and weekends.
- Ability to multi-task and work well under pressure.

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Education/Experience:

- OSHA 30 Certification (within 60 days of employment)
- CCPR Special Events Towing Training (within 60 days of employment)
- Stageline Mobile Stage Certification (within 6 months of employment)
- Minimum 3 years experience

Physical Requirements:

- Ability to work in cold, hot, noisy, smoky, damp, dimly lit, or illuminated environments.
- Ability to lift, push or pull a minimum of 100 pounds.
- Physically able to climb stairs.
- Ability to stand or sit for prolonged periods of time.
- Ability to work for long or late shifts.