

## **ECONOMIC DEVELOPMENT**

### **NEVADA FILM OFFICE**

#### **FILM OFFICE ANALYST (Non-Classified)**

**Salary Range: \$45,000 - \$48,000**

**(EMPLOYEE/EMPLOYER RETIREMENT)**

The Nevada Film Office (NFO), a division of the Governor's Office of Economic Development, meets the need of hundreds of productions annually, fielding questions in all realms of the entertainment industry, from film and television to music and other multimedia projects. The NFO provides information and resources in locations, production infrastructure, support services, public properties and requirements, private sector contacts, permitting and jurisdictions and film tax incentives.

Currently, the NFO is seeking a Film Office Analyst for our film office in Las Vegas.

#### **Duties:**

Daily activities include answering production inquiries, administration duties and technical assistance;

Review tax credit applications from production companies to determine eligibility in accordance with regulations and program guidelines.

Provide assistance to production company relating to the procedures for completing program applications, forms and schedules

Facilitate tax incentive applications. Enter program data from approved applications while also completing any follow up with missing application information to ensure correct information from applicants and facilitate process

Attend and help facilitate film tax credit public meetings. Work with GOED team to provide all materials, logistics, etc.

Provides technical information and assistance regarding tax credits to production companies considering establishing a new production related business in the state or expanding current operations/facilities. Prepares tax incentive packages designed to attract and retain businesses

Responds to inquiries relating to the process for obtaining and also claiming tax credits

Assists and co-presents program-specific seminars and workshops to prospective clients, community representatives, economic development professionals and the general public. (i.e. Tax Brokers, CPA's, Accountants)

Prepares monthly statistical reports of tax incentive inquiries and activities. Maintains data base of inquiries and completed tax incentive to track program and verify compliance

Exercises independence and initiative in performance of assigned responsibilities within established guidelines; receives general administrative direction

Performs other related work as assigned

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

State regulations which affect the business environment and the promotion of the State of Nevada as a film and production destination.

Financial accounting and auditing principles and procedures.

Film production accounting and experience with film tax incentives is a plus.

**Ability to:**

Interpret and apply statutes, regulations and agency policies related to tax credit.

Analyze and interpret complex financial data and tax-related documents.

Organize and prepare tax incentive packages for the promotion of the state and the attraction of new businesses.

Provide technical assistance and guidance to other professional staff relating to work methods and program procedures.

Communicate effectively and to prepare complete and concise reports.

Establish and maintain effective working relationships with other employees, business owners and managers, accountants, tax attorneys, economic development professionals, bank officials, state and federal agencies, local production community members and the general public.

Travel in the performance of assigned duties.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public or business administration, or a related field is preferred.

Experience:

Production accounting and/or film tax incentives desirable

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel to different sites and locations; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Supervisor:**

Director Nevada Film Office

**Salary:**

\$45,000 - \$48,000. This is a full time/non-classified position. The State of Nevada offers an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee benefits such as a deferred compensation plan are available.

Please note: The salary reflects retirement (PERS) contribution by both the employee and the employer; an employer contribution plan is also available at a reduced gross salary. Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of 4 hours per month, through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

Resumes will be accepted until the recruitment needs are satisfied.

To Apply: Please forward resumes to the Governor's Office of Economic Development, Attn: Vera Adams, 808 West Nye Lane, Carson City, Nevada 89703 or via email at [vadams@diversifynevada.com](mailto:vadams@diversifynevada.com). **Please no phone calls.**