



State of Nevada

Invites you to apply for

Incentive Program Coordinator



THE STATE OF NEVADA

MISSION STATEMENT:

The Nevada Way: Empowering the executive branch to provide solution-oriented customer service to residents, businesses, and visitors so

Nevada is recognized for its world-class destinations, its innovative and business-friendly economic environment, its quality of life, and its efficiently and effectively run state government.

VISION STATEMENT:

Governing with transparency and fiscal responsibility; working with local government, non-profit and industry partners; delivering dependable services to citizens and visitors; and creating opportunities for Nevadans to lead safe, healthy, prosperous, and productive lives.

“OUR CAPACITY TO ACHIEVE GREAT DEEDS WILL NEVER BE IN QUESTION, BECAUSE WE WILL FOLLOW THE NEVADA WAY – NEVER GIVE UP, NEVER GIVE IN, AND NEVER STOP DREAMING.”



Governor Joe Lombardo
STATE OF THE STATE ADDRESS

The State of Nevada, encompassing over 110,000 square miles, is a land of vast natural beauty, economic diversity, and cultural vibrancy. Known as the “Silver State” for its historic mining legacy, Nevada today is equally recognized for its dynamic cities, rugged outdoor landscapes, and spirit of independence. Anchored by metropolitan hubs like Las Vegas and Reno, Nevada also offers a rich tapestry of rural communities, tribal lands, and open desert that reflect its deep Western roots.

Home to more than 3.2 million residents, Nevada is one of the fastest-growing states in the nation. The state features no personal income tax, a favorable business climate, and year-round recreational opportunities—from world-class entertainment and dining to hiking, skiing, and stargazing beneath some of the clearest night skies in the U.S.

With over 300 days of sunshine annually in many regions, Nevada’s climate ranges from the dry heat of the Mojave Desert to the four-season beauty of the Sierra Nevada. The state is also home to Lake Tahoe, Great Basin National Park, Red Rock Canyon, and more than 800,000 acres of state park land.

Nevada balances innovation and tradition, offering a high quality of life, a growing emphasis on sustainability and technology, and a commitment to preserving the natural and cultural richness that makes the state truly one of a kind.

MISSION STATEMENT:

The Governor's Office of Economic Development's (GOED) mission is to promote a robust, diversified and prosperous economy in Nevada, to stimulate business expansion and retention, encourage entrepreneurial enterprise, attract new businesses and facilitate community development.

VISION STATEMENT:

GOED is the result of a collaborative effort between the Nevada Legislature and the Governor's Office to restructure economic development in the state and to support a vibrant, innovative, and sustainable economy with high-paying jobs for Nevadans.

Film Nevada markets the state as a production destination for film, television, commercials and other forms of audiovisual media to generate economic impact through job creation and in-state production spending. The office facilitates connections with local crew, vendors and services. It also identifies film locations, assists with the permitting processes and coordinates intergovernmental cooperation statewide. Film Nevada administers the Transferable Tax Credit for Film and Other Productions program to attract productions to film in the state and encourage the growth of the industry in Nevada.

UNIT SECTIONS:

Film Nevada is a section of the Governor's Office of Economic Development.

THE IDEAL CANDIDATE



*Join a team where your impact
will matter from day one.*

WHAT WE'RE LOOKING FOR:

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

WHAT YOU'LL BE DOING:

This key role in the Film Nevada section supports production companies through the application process, including forms, schedules, and program eligibility reviews. The position helps facilitate film tax credit public meetings by posting notices, preparing materials, and recording minutes, and coordinates with approved CPAs to ensure audits meet program requirements. Responsibilities also include filing reports in compliance with NRS 360.758, coordinating issued credits with the Gaming Control Board and Taxation, maintaining program files per state records retention policies, and updating the applicant database. The role further involves conducting economic impact analyses on incentivized productions, tracking and reporting quarterly revenue metrics, assisting productions with local crew and vendor connections, and supporting other projects as needed.

QUALIFICATIONS:

College degree in accounting, public administration, business or applicable field is preferred; with three years of relevant experience or an equivalent combination of education and experience.

KEY QUALITIES & COMPETENCIES:

The ideal candidate will have experience in business development, film production, incentive agreements and/or contracting; excellent interpersonal skills, with an ability to partner with a dynamic leadership team. The candidate must be able to multitask while managing competing deadlines and priorities, have strong attention to detail and accuracy, an ability to maintain complex records and in depth knowledge of Microsoft Office products.

SALARY:

\$72,000 annually. This position will be full-time, non-classified and exempt.

LOCATION:

Las Vegas, NV

STATE BENEFITS

The State of Nevada offers a wide array of benefits to employees, including:

- Medical, dental, life, and disability insurance coverage
- Twelve paid holidays per year
- Three weeks of annual leave
- Three weeks of sick leave
- Participation in the Public Employees' Retirement System (PERS)
 - Access to a tax-sheltered deferred compensation plan
- No Social Security contributions (Medicare deduction still required)
 - Additional benefits for long-term employees



The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.



APPLICATION & SELECTION PROCESS

Applications will be accepted on a first-come, first-serve basis and will continue to be accepted until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process. Interested applicants should submit their cover letter, resume, and a list of three professional references to:

Michelle Sibley
Director of Human Resources
Governor's Office of Economic Development
808 W. Nye Lane
Carson City, NV 89703
Email: msibley@goed.nv.gov
Reference: Incentive Program Coordinator

In your cover letter please indicate how you heard about this position. If you heard about this position through a website, please specify which website.

Thank you!

