



665 Johnson Street
Alpena, MI 49707-1495
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VACANCY DATA/JOB DESCRIPTION

Effective Date:	August 13, 2009
Position Title:	Set Designer
Supervisors Title:	Drama Advisor
Position Status:	Part Time, Temporary, flexible/alternative schedule (distribution of hours, days based on institutional need), paid by stipend
Classification/Points:	Not Applicable
Bargaining Unit/Division:	None
Position Description:	Position is responsible for researching, designing, and constructing sets for college theatrical productions under the direction of the Drama Advisor. Hours will vary.
Qualifications:	Must have above-average artistic ability and construction skills. Ability to collaborate with actors and advisors required. Experience in set production preferred but not required.
Application Procedure:	A complete application packet will contain the following: <ul style="list-style-type: none">• Letter of application addressing position description and qualifications• Resume• Current letters of reference from at least three persons who can speak to the candidate's professional accomplishments in light of the specific position being sought, sent directly to the Human Resources office.

Address applications to: Carolyn A. Thomas, Director of Human Resources, Alpena Community College, 665 Johnson Street, Alpena, MI 49707. Review of applications will begin immediately and continue until a selection is made for the position.

Alpena Community College policies and practices for admission, employment and activities comply with requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 as amended, the Age Discrimination Act of 1975, and Title II of the Americans with Disability Act of 1990; ACC does not discriminate on the basis of race, color, national origin, gender, age or disability. For more information contact the Title IX, Section 504, the Age Discrimination Act and Title II coordinator: Carolyn Thomas, VLH 104, (989) 358-7211.