POSITION: **Production Foreman**

**DESCRIPTION OF DUTIES:** The Production Foreman will assist in all aspects of productions at Shelton State Community College, particularly with performance spaces related to theatrical and college event scenery, props, sound, lighting, and maintenance of studio and other technical production needs.

**REQUIRED QUALIFICATIONS:** Minimum of High School diploma or GED required. Minimum of three (3) years’ experience in carpentry, metal work/welding, construction, and rigging required. Working knowledge of computerized lighting systems and sound equipment required. Working knowledge of drafting standards and ability to read/comprehend construction drawings required. Demonstrated effective written communication skills required. Available to work some nights and weekends required. Able to perform necessary physical tasks of the job: lift 50 lbs. repeatedly, climb ladders, use stairways to access grids and catwalks required. Must be comfortable working in an electric personnel lift at heights of up to 35’ required.

**PREFERRED QUALIFICATIONS:** Bachelor’s degree from a regionally accredited institution preferred. Specialized training and experience in scenic design and scenic art preferred. Supervisory experience preferred.

**SALARY:** Commensurate with experience and education to be compensated on the Alabama Department of Postsecondary Education Salary Schedule E3, Grade 4, Range $32,494 - $45,896.

**APPLICATION PROCEDURE:** Shelton State Community College employment announcements and applications are available at [www.sheltonstate.edu](http://www.sheltonstate.edu) or by contacting the Human Resources Office at 205.391.2272 or nfranks@sheltonstate.edu. Application materials must be mailed or hand delivered to the Human Resources Office. No faxed or emailed applications will be accepted. The submission of all required application materials to the Human Resources Office by the application deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. The College will not provide copies of application packets. Applicants must meet eligibility requirements to work in the U. S. at the time of appointment and must travel at their own expense.

The deadline for submitting all application materials is March 18, 2015 at 5:00 p.m. Incomplete or late application packets will eliminate the possibility of an interview.

**A completed application packet consists of:**

- A signed cover letter of application relevant to the position.
- A signed SSCC employment application. Application must be complete. Electronic signature will not be accepted.
- A current resume
- Copies of all relevant postsecondary transcripts (Transcript copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Required Qualifications” section. The person chosen to fill the position is required to furnish official transcripts prior to the start of employment.)
- A written synopsis containing 300 words on the topic “How I Can Help Ensure Student Success at Shelton State Community College”.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and a $17.40 fee will be deducted from the first payroll an employee receives for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Shelton State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirm an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

It is the policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the Alabama State Board of Education, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Each institution will make reasonable accommodations for qualified disabled applicants or employees.