



Planetarium/Theater Technician

Personnel Requisition

POSITION INFORMATION

If you are requesting that this position be advertised then please complete the information on this page . If you are not requesting to advertise then you can skip this tab and continue to the end.

Posting Number: 201100451P
Job Title: Planetarium/Theater Technician
Location: Kalamazoo Valley Museum
Full-Time/Part-Time: Part Time
FTE: .50
FLSA: Non-Exempt
Pay Rate: \$18.93 per hour
Pay Grade/Group: Paraprofessional
Position Type: Staff
Org Code/Index 1: 4203

If existing position, date vacancy occurred:

Is this a New or Replacement Position? New

If Replacement, Person Replacing:

Desired Start Date:

DEPARTMENT INFORMATION:

Supervisor/Hiring Manager Access: William Gould-McElhone

Contact(s): Bill Gould-McElhone

Contact Phone 269-373-7988

POSTING TEXT

Job Summary:

Are you a person who doesn't settle for getting the job done, but rather strives to get it done well? Can others always count on you to be on-time and prepared? If so, then Kalamazoo

Valley Museum may have the perfect part-time opportunity for you!

This position is responsible for daily operations, including: maintaining and repairing equipment related to the functions of the planetarium and theater and must have functional understanding of the Planetarium's Digistar 6 system and related computer technologies in order to keep day-to-day operations going smoothly, to perform annual maintenance, and facilitate troubleshooting as needed. This person will also perform show operations and assist in training Interpretation Specialist staff to do the same.

Minimum Qualifications:

The ideal candidate for this position will have an Associate's degree in computer technology OR equivalent advanced specialized or technical training along with 1-2 years of prior work related experience.

Preferred Qualifications and Experience:

A Bachelor's degree is preferred.

Physical Demands:

none

Hours to be worked per week:

20 hours per week

Work Hours:

20 hours within the Museum's hours of operation.

Posting Date

03/07/2017

Closing Date:

03/19/2017

Special Instructions to Applicants:

KVCC reserves the right to close this job posting early should a significant applicant pool be established prior to the published closing date.

Pass Message

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message

Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Quick Link:

<http://jobs.kvcc.edu/postings/1999>

EEO Statement:

As an employer, KVCC encourages, welcomes, and fosters differences because we believe that diversity makes us great. Diversity extends beyond race, religion, sexual orientation, gender identity, and disability, and encompasses people of all abilities, identities, circumstances, and characteristics. All qualified applicants will be given equal opportunity and consideration for employment; please consider joining us as we continue to enrich lives by teaching and serving our community with excellence.

HR Comments

Human Resources only Comments:

Employment Manager

Jauwanna Pitts

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - o KVCC Website (jobs.kvcc.edu)
 - o Mlive
 - o Other Online Source
 - o Personal Referral
 - o Newspaper
 - o Job Fair
 - o Other
2. * Prior to a job offer, selected candidates will be required to complete a criminal record background check. For some positions, a credit history investigation will also be required. The results of these background checks are a contingent factor upon whether a job offer is extended to a candidate. Do you fully understand and accept this step in the hiring process?
 - o Yes
 - o No
3. KVCC is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows: 1. A "disabled veteran" is one of the following: A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability. 2. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service. 3. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. 4. An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.
 - o I identify as one or more of the classifications of protected veteran listed above
 - o I am not a protected veteran

Applicant Documents

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. Unofficial Transcripts
 2. Letter of Recommendation
 3. Other Document
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Guest User

There is no guest user set up for this posting.

References

References

Activate reference feature (yes/no):

Last date incoming references will be accepted:

Minimum responses:

Maximum responses:

Days until a reminder email is sent:

Instructions to reference provider:

Search Committee

No Search Committee Members have been assigned to this Posting yet.

Ranking Criteria
