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| TITLE: <u>Theatre Costumer</u> | SALARY SCHEDULE: <u>Staff</u> | CLASS CODE: <u>SA526</u> |
| UNION: <u>Staff Association - Local 2071, U.A.W.</u> | SALARY GRADE: <u>11</u> | EEO CODE: <u>50</u> |
| | FLSA: <u>Non-Exempt</u> | E- CLASS: <u>SA</u> |

POSITION PURPOSE

Supervise and participate in the design, construction, tailoring and fitting of all period and non-period costumes for theatrical productions in the Graduate Theatre Program and the Hilberry Theatre for the School of Fine, Performing and Communication Arts. Perform specialized costume craft and pattern making techniques utilizing domestic and industrial sewing machines and equipment.

ESSENTIAL JOB FUNCTIONS

- Oversee and coordinate costume shop operational activities. Consult with faculty, directors and designers on costume requirements for all theatrical productions. Establish costume design and engineering schedules to meet production deadlines. Coordinate and participate in dress rehearsals.
- Interpret costume designs and sketches. Research period pieces to maintain historic and artistic accuracy and integrity for costume design and craftsmanship. Construct pattern, tailor and fit complex theatrical costumes. Operate domestic and industrial sewing machines and related equipment. Perform routine repair and maintenance of specialty equipment.
- Maintain and monitor equipment and supply inventory. Order materials for costume production area. Contact appropriate fabric, craft and bulk notion vendor representatives. Coordinate loan, rental and donation requests from the general public and other theatre groups. Maintain costume storage, dressing and wardrobe facilities.
- Provide functional supervision over a large number (7-10) of graduate student and other support personnel in costume preparation. Assign and monitor work activities to ensure production deadlines are maintained. Train in appropriate costume design and pattern making methods, procedures and techniques; conduct teaching labs or workshops for graduate design students.
- Perform routine bookkeeping activities. Monitor operating budget; track expenditures. Maintain related records. Compile data and prepare activity reports as needed.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification provides specialized skill in the design and construction of costumes for all theatrical productions. Work activities necessitate technical proficiency in pattern making, advanced sewing and tailoring skills and the ability to operate a variety of sewing machines and related equipment. The incumbent is expected to oversee and participate in the production of an average of 400 costumes per year. Work activities involve advanced costume design, accurate attention to detail and the ability to meet established deadlines. Functional supervision is exercised over a large number of (7-10) of graduate design students and part-time temporary support personnel. The incumbent is expected to research period pieces to maintain historic accuracy and to ensure that the design is appropriate given the mood, nature and the time period of the production. This classification is generally assigned to the Department of Theatre in the School of Fine, Performing and Communication Arts. This classification reports to and receives work direction from a faculty member.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and/or experience. Advanced training in costume craft techniques, pattern making, sewing, tailoring, fitting, dying and painting fabrics, millinery and wig styling. Graduation from an accredited college or university in costume design and production, and/or fine arts preferred.
- Ability to organize and prioritize work activities to meet established deadlines.
- Extensive experience operating a variety of sewing machines and related equipment.
- Extensive experience in costume design, construction and tailoring.
- Ability to communicate effectively with others.
- Typically, incumbents have held positions as Costumer, Assistant Costumer or Costume Designer.