UNIVERSITY OF SOUTHERN CALIFORNIA
Costume Technician I
Job Code: 169107

Grade: F
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:
Constructs and maintains costumes and accessories for School of Theatre productions. Provides additional costume and wardrobe services, as assigned.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME

______ ______ Constructs costumes and accessories, as assigned -- dyes and prepares fabric, cuts, drapes, stitches, fits, tailors, finishes, decorates, distresses, etc., as assigned.

______ ______ Takes and records actors’ measurements according to accepted practices. Maintains information files for future reference.

______ ______ Shops for fabrics, articles of clothing, accessories, equipment, supplies and other items required for costumes.

______ ______ Drafts patterns, cuts paper and/or muslin patterns, as appropriate to costume designs.

______ ______ Alters, cleans, maintains, repairs and stores costumes, as assigned.

______ ______ Assists in guiding and instructing students and volunteers in correct costuming techniques.

______ ______ Establishes and maintains contacts with costume departments at other colleges and universities and with professional theatres, costume rental companies, vendors and suppliers, as well as freelance stitchers, drapers and cutters.

______ ______ Assists in proper maintenance of costume shop and equipment. Takes inventory of and orders supplies, as needed. Provides other costuming and wardrobe services, as assigned.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No
[ ] Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
- Associate's Degree
- Specialized/Technical Training
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 1 Year
- Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:
- Practical experience in costume construction.

Preferred Education:
- Bachelor's Degree

Preferred Field of Expertise:
- Prefer BFA with practical experience in all phases of costume and accessory construction.

Supervises: Level:
- May oversee student, temporary and/or casual workers.

Comments:
- Requires ability to operate professional sewing, serging, cleaning, dyeing and pressing equipment. Prefer additional experience in construction of armor, heraldry, millinery, wigs, jewelry, gloves, footwear, masks, etc.

SIGNATURES:

Employee: ______________________________ Date: __________________________

Supervisor: ______________________________ Date: __________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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