UNIVERSITY OF SOUTHERN CALIFORNIA

Costume Technician II

Job Code: 169111

Grade: G
OT Eligible: Yes
Comp Approval: 7/15/2005

JOB SUMMARY:
Manages day-to-day operations of costume shop. Participates in construction, maintenance and storage of costumes and accessories for School of Theatre productions. Provides additional costumes and wardrobe services, as required. Demonstrates costume techniques to students and other technicians.

JOB ACCOUNTABILITIES:

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

- Participates in all aspects of costume and accessory construction, including taking measurements, drafting and cutting patterns, determining yardage, material selection, dyeing and preparing fabrics, cutting, draping, stitching, fitting, tailoring, finishing, decorating and distressing, as required. Excels in stitching and patterning.

- Alters costumes as required. Ensures that all costumes are properly laundered, maintained, stored, and repaired.

- Supervises the day to day operations of the costume shop. Keeps the facility in order.

- Works with costume program manager, and other theatre personnel to ensure that costume projects are completed as designed, on schedule. Demonstrates costume techniques to students and other technicians.

- Helps maintain inventory. Coordinates maintenance and repair of costume shop and equipment. Assists in maintaining inventory of costume stock, as needed. Maintains department files and work records, as required.

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

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:
  Bachelor's Degree
  Combined experience/education as substitute for minimum education

Minimum Experience:
  2 Years
  Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:
  BFA in theatre costuming. Practical experience in costume design, construction & shop maintenance. Supervisory skills. Knowledge of pc systems for word processing.

Preferred Education:
  Master's Degree

Preferred Experience:
  3 Years

Preferred Field of Expertise:
  MFA in costume technology. Practical experience in all areas of costume and accessory design and construction, preferably in a university or professional theatre environment.

Supervises: Level:
  Leads employees performing similar work on a project basis

Comments:
  Requires ability to operate professional sewing, serging, cleaning, dyeing & pressing equipment. Additional experience in design & construction of armor, heraldry, millinery, jewelry, footwear, masks, etc. Written/ oral communication. Must demonstrate proficiency in costume history.

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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