UNIVERSITY OF SOUTHERN CALIFORNIA
Costume Shop Manager
Job Code: 169115

Grade: J
OT Eligible: No

JOB SUMMARY:
Manages and oversees the operation and maintenance of the costume shop and related facilities and equipment for the School of Theatre. Has responsibility for the implementation of all costume designs for the School of Theatre production. Provides advanced technical expertise to support faculty, staff and students in the Costume program. Supervises all assigned subordinate staff and student workers.

JOB ACCOUNTABILITIES:

**E/M/NA ** % TIME
________ _______ Supervises, oversees and coordinates the construction, alteration, purchase, and rental of costumes for School of Theatre productions. Determines need to create, build, buy, rent or use existing materials, equipment, inventory and/or supplies. Controls and monitors equipment and supply inventory. Approves supply order and negotiates with vendors.

________ _______ Consults with designers about materials and construction methods to meet the specific needs of the production. Purchases costumes or materials needed for the construction of costumes by reviewing all possible sources, examining material or costumes, and writing up preliminary orders to effect the purchase; and uses special sources for location of unusual fabrics and supplies.

________ _______ Directly supervises all assigned subordinate staff and student workers. Recruits, screens, hires and trains staff and student workers. Evaluates employees performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.

________ _______ Oversees activities of all assigned staff and students. Schedules work assignments. Directs work performance and provides guidance as needed. Resolves problems referred by staff and student workers.

________ _______ Directs designers and staff in the use of facilities, stock and other materials. Supervises operation and maintenance of Costume program facilities. Organizes costumes in storage area for easy identification and location. Schedules facilities and maintenance of equipment.

________ _______ Develops and implements policies and procedures. Provides policy interpretation and technical consultation as required. Approves exceptions, as appropriate. Stays current in University and/or regulatory policy changes and ensures staff is informed of changes and updates.


________ _______ Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. Represents University and/or unit, as assigned or appropriate.
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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:**

- Bachelor’s Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 3 Years

**Minimum Field of Expertise:**

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**Preferred Education:**

- Master’s Degree

**Preferred Experience:**

- 5 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.

**Skills:**  Other:

- Analysis
- Assessment/evaluation
- Budget control
- Communication -- written and oral skills
- Conflict resolution
- Counseling
Cutting
Draping
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial Skills
Negotiation
Organization
Pattern Drafting
Planning
Problem identification and resolution
Research
Scheduling
Staff development
Statistical analysis
Teaching/Training

Skills: Machine:
Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Skills: Specialized Equipment:
Overlock sewing machine
Single needle sewing machine

Supervises: Level:
Supervises employees and student workers

Supervises: Nature of Work:
Technical

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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