



TITLE	CLASSIFICATION	SALARY GRADE
THEATER ARTS COSTUME TECHNICIAN	CLASSIFIED	GRADE: O
BOARD POLICY REFERENCE:		2014/15 Classification Review

JOB DESCRIPTION:

Under general supervision, provides technical and artistic support for the construction and maintenance of theatrical costumes; performs related work as required.

SCOPE:

The Theater Arts Costume Technician recommends costume design and concepts for theater productions; supervises students in the construction and maintenance of theatrical costumes; and purchases necessary supplies and equipment.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Drafts patterns, cuts and constructs costumes for plays produced by the Theater Arts department.
2. Assists instructors in the instruction of students in costume construction, lab equipment and costume maintenance.
3. Organizes and maintains costume storage, including the transportation, cleaning and repair of costumes.
4. Coordinates the costume lab, including tracking of area budget.
5. Purchases materials needed for the costume lab; researches and purchases new equipment for the costume lab; maintains lab equipment.
6. Tracks costume rentals.
7. Attends production meetings for plays to be produced; maintains essential reference binder (known as the 'costume bible') for productions.
8. Reads and researches plays to be produced.
9. May supervise student and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Organize workload within required time limits of show schedules; direct and assist students with a diverse skill level; communicate effectively in English; follow and give oral and written communications; identify problems and recommend solutions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Principles and techniques of costume design; costume maintenance and storage; fashion history; industrial equipment used in the production of theatrical costumes; pattern drafting and draping; make-up and hair design; state of the art materials used in the production of theatrical costumes; standard office productivity software; clothing construction, jewelry making, leather work and other costume related crafts.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree in theater or related field.

Experience:

Increasingly responsible experience in managing a costume shop, including constructing and maintaining theatrical costumes. Previous experience in costume design is preferred.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to safely use industrial equipment used commonly in the production of theatrical costumes.