

TITLE: Theater Arts Costume Technician

CLASSIFICATION: Classified

SALARY GRADE: C11

SCOPE OF POSITION:

Under general supervision, provides technical and organizational support; and purchases supplies and maintains equipment for the department. Oversees and supervises students with the construction and maintenance of theatrical costumes.

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. In collaboration with faculty, drafts patterns and constructs costumes using standard best practices for performances produced by Theater Arts.
2. Assists in providing demonstrations to students in costume construction, lab equipment, and costume maintenance.
3. In collaboration with faculty, organizes and maintains costume storage at on-site and off-site locations, including the transportation, preservation, cleaning, and repair of costumes.
4. Coordinates the costume lab, including tracking of area budget.
5. Researches and purchases universal materials for the costume lab; maintains lab equipment and schedules annual servicing.
6. Tracks and organizes costume rentals, loans and reciprocal agreements.
7. Attends production meetings for plays and maintains reference materials for productions.
8. Reads and researches plays to be produced to support productions.
9. May supervise student employees and direct the work of short-term, non-continuing (STNC) employees in the area.

KNOWLEDGE OF:

1. Principles and techniques of theatrical costume design and costume maintenance, preservation and storage.
2. Fashion history.
3. Industrial equipment used in the production of theatrical costumes.
4. Make-up and hair design.
5. Materials used in the production of theatrical costumes.
6. Clothing construction, jewelry making, leatherwork, dyeing, painting, and other costume related crafts.
7. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
8. Applicable technology, usage including standard office productivity software and other appropriate technology.

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ABILITY TO:

1. Organize and prioritize workload according to performance schedules.
2. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
3. Communicate effectively, both orally and in writing.
4. Exercise appropriate judgement in interactions with others and with work processes.
5. Interact with the public in a helpful, courteous and professional manner.
6. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in theater or related field required.

EXPERIENCE:

2+ years of related experience working in a costume shop including constructing and maintaining theatrical costumes.

OTHER REQUIREMENTS:

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

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).