

**THEATRICAL COSTUME DESIGN SPECIALIST**

**DEFINITION**

To perform a variety of functions affecting theatrical design, execution, supplies, materials, and maintenance of theatrical costumes as needed by Department of Performing Arts; and to train and supervise students in developing knowledge and skills in theatrical costuming.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Division Chairperson.

May receive technical or functional supervision from department faculty or management personnel.

Exercises technical and functional supervision over student assistants.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Meet with theatrical production directors to discuss production season, overall theatrical design, and costume requirements.

Meet with director of assigned production to discuss theatrical designs and costume styles for the production (to include renderings and fabric choices); take measurements of the cast.

Purchase yardage, sewing sundries, dyes, paints, and other items pertaining to theatrical costume requirements.

Draft or select patterns; cut, construct, and fit theatrical costumes; purchase or design accessories, such as shoes, hats, gloves, leotards and purses.

Rent and return rental theatrical costumes in a timely manner.

Construct armor, crowns, jewelry; apply paints and glitter on fabric, shoes, and accessories for theatrical production.

Clean, repair, and iron theatrical costumes during run of production; clean and store costumes after the production; maintain inventory of all theatrical costumes and equipment.

Maintain sewing machines, washers, dryers, and scissors; contact an outside vendor for repairs when necessary; maintain sewing area.

Administer and monitor purchase orders, petty cash and student assistant budgets for theatrical costuming.

Select, hire, supervise, and train student assistants in theatrical costuming for production.

Attend department and production meetings.

Read and analyze the script of each production.

(Over)

Research the period in which the play is set.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**Knowledge of:

Theatrical costuming, sewing design, pattern drafting, dry goods, sewing materials, and cleaning processes.

Historical periods of costume style as related to theatrical production.

Commercial sewing machines and their maintenance and repair.

Figure types and special fitting needs.

Pressing and pleating techniques; dyes and dyeing procedures for theatrical costumes.

Skill to:

Design, construct and maintain a wide variety of styles in theatrical costumes and accessories.

Direct and assist students in understanding all aspects of theatrical costuming and accessory design, construction and maintenance.

Instruct others in efficient and effective sewing techniques.

Organize, coordinate, and prioritize work within established timelines.

Operate a variety of equipment, such as sewing machines, dyeing equipment, hot glue gun, celastic.

Communicate effectively in both oral and written form.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Two years of experience in designing and supervising complete theatrical costuming, covering a variety of period styles. Experience must include construction from designer renderings, pattern making, millinery, accessories and footwear.

Training:

Two years of course work or training in complete theatrical costuming. Training must include construction from designer renderings, pattern making, millinery, accessories, and footwear.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.