



THEATRICAL COSTUME DESIGN SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	56	07/01/2017	Classified	1 of 2

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 supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- Provides training and direction to student assistants.

EXAMPLES OF DUTIES

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

- Meets with theatrical production directors to discuss production season, overall theatrical design, and costume requirements.
- Meets with director of assigned production to discuss theatrical designs and costume styles for the production (to include renderings and fabric choices); takes measurements of the cast.
- Purchases yardage, sewing sundries, dyes, paints, and other items pertaining to theatrical costume requirements.
- Drafts or select patterns; cuts, constructs, and fits theatrical costumes; purchases or designs accessories, such as shoes, hats, gloves, leotards and purses.
- Rents and returns rental theatrical costumes in a timely manner.
- Constructs armor, crowns, jewelry; applies paints and glitter on fabric, shoes, and accessories for theatrical production.
- Cleans, repairs, and irons theatrical costumes during run of production; cleans and stores costumes after the production; maintains inventory of all theatrical costumes and equipment.
- Maintains sewing machines, washers, dryers, and scissors; contacts an outside vendor for repairs when necessary; maintains sewing area.
- Administers and monitors purchase orders, petty cash and student assistant budgets for theatrical costuming.
- Selects, hires, supervises, and trains student assistants in theatrical costuming for production.
- Attends department and production meetings.
- Reads and analyzes the script of each production.
- Researches the period in which the play is set.
- Performs 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.

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

Skill/Ability 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 and dyeing equipment.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Two (2) 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.

EDUCATION/LICENSE OR CERTIFICATE

- Two (2) years of course work or training in complete theatrical costuming. Training must include construction from designer renderings, pattern making, millinery, accessories, and footwear.
- Possession of, or ability to obtain, a valid California driver's license.

Adopted: 07/01/17