



## **DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION**

<b>POSITION TITLE:</b>	COSTUME SHOP SUPERVISOR (part-time, 20 hours/week during regular academic sessions with annual total not to exceed 600)
<b>PERSONNEL CLASSIFICATION:</b>	OFFICE SUPPORT STAFF - NONEXEMPT
<b>DEPARTMENT:</b>	THEATRE ARTS
<b>POSITION SUPERVISOR:</b>	DEPARTMENT CHAIR
<b>DEPARTMENT HEAD:</b>	VICE PRESIDENT FOR ACADEMIC AFFAIRS

**PRIMARY DUTIES:** May include, but are not necessarily limited to the following:

- Overseeing and managing all aspects of the costume shop, including maintaining shop equipment and costume stock; sewing, altering, and constructing costumes for the department season; and attending weekly production meetings.
- Overseeing and managing the costume student staff as well as mentoring undergraduate student designers.
- Overseeing and maintaining records related to costume-related requisitions, purchase orders, and payments.
- Supervising and coordinating costume loans and rentals to community and campus groups.
- Other duties as assigned.

**GENERAL EXPECTATIONS OF POSITION:** Regular attendance at work as scheduled. Maintain timely work hours as assigned by immediate supervisor and approved by Personnel Office. Conduct is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College.

**WORK RELATIONSHIPS:** Reports to the departmental chair and, through the chair, to the Vice President for Academic Affairs; works directly with other departmental faculty and student workers. Daily contact with students, staff and faculty.

**EDUCATION, EXPERIENCE, AND CERTIFICATION:** Bachelor's degree in theatre or related field and/or equivalent professional experience. Experience in costume/wardrobe management. Experience and training in costume design is highly desired.

**SKILLS, KNOWLEDGE, AND ABILITIES:** Skills in basic costume and clothing construction (sewing, measurements, alterations, dying, etc.). The ideal candidate would have working knowledge in all phases of costume construction: cutting, draping, pattern making, measurements, alterations, painting, dying, and working within established budgets. Competency in basic computer skills and basic office software. Ability to meet deadlines and work collaboratively with student and faculty designers as well as guest designers and community members. Must be able to work independently and as a team member. Excellent interpersonal skills required. Proven ability to work courteously and effectively with others. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

**ADDITIONS, AMENDMENTS, AND DELETIONS:** The whole or any portion of this Description may be added to, amended, or deleted at any time by the Director of Personnel or position supervisors with the approval of the Director of Personnel.

**DISTRIBUTION:** One (1) copy of this document will be provided to both the employee and position supervisors. An additional copy will be maintained in the employee's personnel file.