

**College of the Siskiyous  
Job Description**

**Job Title:** Program Specialist, Costumer

**FLSA:** Non-Exempt

**Group:** Classified

**Salary Class:** I

**Salary Schedule:** Classified

**Job Summary:**

Under the general direction and supervision of the A & L Director, design, plan, organize, direct and fabricate the production of costumes for theatrical productions. Assist with all other aspects of play production; substitute for theater manager as needed.

**Class Characteristics**

Participate and assist in the planning, organizing and implementation of a program of costume design and construction in support of the theater department. Receive limited supervision within a broad framework of standard policies and procedures.

**Essential Duties and Responsibilities include the following:**

Design and construct appropriate costumes for production and theater activities; manage costume budget.

Research literature, art and theater history, and historical costumes for historical accuracy; provide a textual analysis of costumes to appropriate parties.

Prepare sketches and designs for wearable stage costumes; record the costume designs in sketches, rendering, or drawings.

Supervise student and volunteer help.

Buy or order appropriate supplies for productions; take measurements of performers.

Present to theater casts, classes and colleague's recent design ideas; explain the role of a costumer.

Confer with administrators, instructors, students, performers, and other parties in coordinating theatrical productions.

Modify existing costumes; construct costume accessories, including millinery, jewelry, armor, and footwear.

Oversee costume storage; maintain a costume and make-up inventory.

Responsible for the maintenance of all costume shop equipment.

Assisting faculty as requested.

Recommend budget items needed for maintenance of costume shop.

Prepare information for funding proposals.

Perform other related duties.

### **Employment Standards**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

**Training and Experience:** Any combination of training and experience equivalent to three to four years of college or of recent technical stagecraft or related experience, or a BFA in Theater Design with two years of professional experience.

**Knowledge:** Knowledge of stagecraft and stage operations associated with design and costuming; impact of color, line, shape, texture and movement; materials and methods of costume construction; fabric modification; movement for dance and stage; dramatic literature; history of theatrical productions; historic dress, including ethnic and folk dress; art history. Proper color harmony; lighting design and light plots; stage-set design.

**Ability:** Ability to design costumes to match desired styles, moods and periods of history; provide textual analysis of scripts; work and collaborate with various artists, technicians and performers; translate renderings into wearable stage garments; create patterns for garments and accessories; construct costumes and accessories; maintain and organize costumes; use a variety of commercial and standard sewing machines; communicate effectively orally and in writing; use appropriate and correct English, spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties.

**Physical Effort/ Work Environment:** Some heavy physical effort which may include frequent standing, walking, and lifting or moving of heavy parcels, clothing, machines or equipment of 50 or more pounds; frequent activities requiring full body exertion. Indoor/outdoor work environment with some exposure to environmental hazards

**Licenses and Certificates:** When driving a district vehicle, a valid California driver's license and evidence of automobile insurance based on DMV regulations may be requested.

