

approved

STUDENT LABOR POSITION DESCRIPTION

Theatre Laboratory

Most Recently Updated 04/08/04

Position Title: Costumer Assistant (Head Costumer)
Must work 10 hrs/wk.

I. Grade Level: 4

II. Description: The Head Costumer assists Costume Studio s upervisor with work in all areas of costuming, as detailed below:

A. The following are the essential duties for a Head Costumer in the Theatre Laboratory

1. Shopping for fabrics with the Staff supervisor
2. Pattern drafting
3. Cutting
4. Sewing
5. Some fitting
6. Storage maintenance
7. Costume maintenance
8. Crafts
9. Wardrobe work during productions
10. In general, keeping the process going without direct supervision of the staff costumer/supervisor.
11. Performs other job-related duties as assigned.

B. The following is a possible additional duty for this position:

1. See that the workplace and environs are clean.

III. Learning Opportunities:

- A. Position allows student to learn more about the Costume design process and production.
- B. Design opportunities are available if desired.

IV. Basic Qualifications:

- A. General: good health, interest in Theatre production
- B. Skill: sewing and possibly other crafts
- C. Physical: capability to work at a sewing machine, possibly for hours.
- D. Academic:

V. Desirable Qualifications:

- A. Pleasant disposition and a positive attitude, the ability to work with others, and the ability to work under stress.

VI. Narrative Summary:

Student produced costumes that were used in productions. Student was responsible for several aspects of costume production from designing the costume, to assembling the costume, to running the wardrobe crew, to storing the costume after the end of a production. In addition, student performed other job-related duties as assigned.

