

Class Code:.....0219-2015
Position #: (PSA) (E).....108132
Developed by:.....PMcG
Reviewed by:.....SG
Approved by:.....LK
Date:.....6/94; 5/15

**UNIVERSITY OF RHODE ISLAND
Position Description**

TITLE: Manager, Costume Shop/Theatre Department
DIVISION: Academic Affairs (College of Arts & Sciences)
REPORTS TO: Professor/Department Chair
GRADE: 8
SUPERVISES: Guest artists, student assistants

Basic Function:

Responsible for the management of costume production and storage, for the maintenance of all costume studio equipment, and for procuring necessary supplies. Serve as a lab assistant for theatre department laboratory course work assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain up-to-date working information for the preparation of all costumes for productions (includes direct involvement with patterning, cutting, construction, and costume fittings).

Maintain budget records for all costume-related expenses for production, Instructional, and general working inventories.

Prepare costume-related requisitions for production, instructional and general supplies (includes keeping abreast of new supplies and suppliers for the costume market and the maintenance of source/price files).

Maintain costume-related supply inventories and oversee the processing and storing of all incoming supplies and donations. Supervise end-of-semester cleanup and restocking of supplies.

Maintain costume shop equipment, including responsibility for the general day-to-day maintenance and repairs; maintain and organize all costumes and supply storage facilities.

Recruit and make recommendations on hiring paid student assistants; schedule their work hours and job assignments.

Coordinate the loan and/or rental of costumes to the University community, the community-at-large, and other colleges and universities, including the necessary paperwork.

Maintain and enforce all safety regulations in the Costume Studio.

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Assist in the preparation and implementation of production-related schedules and organizational charts and lists.

Function as charge person on production-specific requirements, such as supervision of dyeing materials and garments, footwear preparation, millinery, etc., and supervise the upkeep and maintenance of all costumes during run of the production.

Supervise production-specific work schedules and job assignments for course-assigned practical laboratory experience.

OTHER DUTIES AND RESPONSIBILITIES:

Assist the teacher(s)-of-record in the execution of practical costume lab assignments.

Assist in industry-related research as required.

Support instruction of basic sewing, crafts, dyeing, and fabric identification.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Industrial and domestic sewing machines, fabric steam equipment and cutting tools.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in theatre or related field; minimum of one to two years of costume shop management experience or equivalent experience in the costume industry; demonstrated pattern drafting and cutting skills; demonstrated stitching skills; demonstrated knowledge of the machinery used in the costume industry, including, but not limited to, industrial and domestic sewing machines, fabric steam equipment, and cutting tools; demonstrated ability to supervise support staff; demonstrated ability to communicate effectively verbally and in writing; demonstrated strong interpersonal skills; demonstrated ability to work with diverse groups.

PREFERRED: Theatrical costume experience; demonstrated knowledge of industry safety standards.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.