



JOB INFORMATION

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|-------------------------|---------------------------|
| Job Code | EA70C |
| Job Description Title | Coord III, Costume Studio |
| Pay Grade | TA07 |
| Range Minimum | \$42,160 |
| 33rd % | \$49,190 |
| Range Midpoint | \$52,700 |
| 67th % | \$56,210 |
| Range Maximum | \$63,240 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 11/7/2011 |

JOB FAMILY AND FUNCTION

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|---------------|----------------|
| Job Family: | Theatre & Arts |
| Job Function: | Costume Studio |

JOB SUMMARY

Oversees costume studio activities to include supervising student workers, maintaining equipment and inventory, and assisting the costume designer as needed for all rehearsals and performances.

RESPONSIBILITIES

- Oversees the construction of designs in the costume studio to ensure design and quality standards are met.
- Works directly with costume designers to balance design integrity with budget constraints.
- Attends all costume fittings to ensure consistency of construction standards.
- May draw patterns, drape fabrics, sew and create designs under the direction of the faculty costume designer.
- Creates and maintains comprehensive records of financial, artistic and technical information specific to each theatrical production.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|---|-----|---------------------|---|--|
| Bachelor's Degree | Degree in Costume Design, Fashion Design or related field | And | 4 years of | Experience in managing a costume shop and/or designing costumes | |

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|---|-----|
| Substitutions Allowed for Education | Yes |
| <i>Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.</i> | |
| Substitutions Allowed for Experience | Yes |
| <i>Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.</i> | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|-----|
| Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. | And |
| Also possesses knowledge of related fields and areas of operation which affect, or are affected by, the work. | |

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-------------------------|--------------------------------|------------|------------------|
| None Required. | | | |

PHYSICAL DEMANDS & WORKING CONDITIONS

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|----------------------------|-------|
| Physical Demands Category: | Other |
|----------------------------|-------|

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | | X | | |
| Walking | | | X | | | |
| Sitting | | | X | | | |
| Lifting | X | | | | | |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | | X | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | | X | | |
| Extreme heat | | | X | | |
| Humidity | | | X | | |
| Wet | | | X | | |
| Noise | | | X | | |
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Vibration | | | X | | |

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.