

**CLASS SPECIFICATION
Costume Technician**

FLSA Status: Nonexempt
EEOC Job Category: Technicians
Union Representation: Represented

GENERAL PURPOSE

Under general supervision, manages, coordinates and oversees the operations of the theater's costume shop; creates and revises costume plots and patterns; constructs new costumes and pulls and prepares costumes from existing stock for use in new productions; ensures proper maintenance and operation of costume shop equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Costume Technician is responsible for managing, coordinating, overseeing and participating in the design, construction and maintenance of costumes for theater and dance productions. An incumbent interprets costume designs, takes measurements, creates and revises costume plots and patterns and constructs costumes in accordance with costume design and construction principles and practices. An incumbent is also responsible for providing training and work direction to student costume crews.

Costume Technician is distinguished from Performing Arts Production Technician in that incumbents in the latter class are responsible for performing skilled carpentry, electrical and sound production duties in support of performing arts productions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Interprets costume designs for theater and dance productions; takes cast measurements; creates and revises costume plots and patterns; purchases appropriate fabric and/or clothing items; cuts out fabric and performs muslin and fabric fittings; constructs costumes.
2. Pulls and prepares costumes from existing stock for use in productions; drops off and picks up costumes from dry cleaners; picks up and returns rented costumes from costume rental companies; works with other educational institutions to borrow costumes.
3. Ensures proper maintenance and operation of costume shop equipment; makes minor repairs to equipment and makes arrangements for repairs as needed; orders and maintains costume shop supplies; prepares and maintains office files.
4. Provides training and work direction to student costume crews; supervises students involved in making costumes.

QUALIFICATIONS

Knowledge of:

1. Principles, practices of techniques of costume craft, including design, interpretation and construction.
2. Costume fabrics, styles and periods.
3. Maintenance and repair of costumes.
4. Principles and practices of dyeing and painting fabric.
5. Practices and techniques of tailoring.
6. Safe work methods and safety regulations pertaining to the work.

Ability to:

1. Construct and maintain theater and dance costumes and wardrobes.
2. Read, understand and work from plans, plots, patterns, drawings, diagrams, renderings and sketches.
3. Maintain costume shop in a safe, clear and orderly condition.
4. Understand, interpret, apply and explain technical requirements and applicable safety regulations.
5. Operate and maintain a variety of specialized costume production equipment.
6. Communicate clearly and effectively, both orally and in writing.
7. Exercise sound, independent judgment within established guidelines.
8. Understand and follow oral and written directions.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with District management, staff, students and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is an Associate's degree in costume or fashion design or a closely related field; and two years of progressively responsible costume design and construction experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds, and frequently over 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with District management, staff, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in a community college theatre, and the noise level is frequently loud. Employees are frequently exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.