

**JOB DESCRIPTION**

**POSITION TITLE:** Costume Designer/Costume Supervisor

**DEPARTMENT:** Theater Department

**REPORTS TO:** Department Chair of Theater Department

**CLASSIFICATION:** Exempt

**POSITION PURPOSE:**

To provide costume design and supervision for Theater department productions as well as providing costume shop supervision; to teach as part of the theater production process as time and opportunity allow; and to design and supervise costumes for Dance department Senior Dance concert and Spring Dance concert.

**ESSENTIAL JOB FUNCTIONS:**

1. Costume Design – 85% of time
  - Design and/or supervise the design of costumes for the major theater productions (usually 5 per year), including the areas of stage makeup and wigs
  - Design costumes for faculty and guest choreographed dance performances each year
  - Draft necessary patterns for designs
  - Shop for fabric to use in the theater/dance productions
  - Fabric preparation, cutting, construction, and alteration of costumes for 5 theater and 2 dance productions
  - Order pre-made costumes for productions, or pull from costume storage and make alterations as necessary
  - Attend rehearsals as required to complete and execute costume designs and construction
  - Maintain costume budgets for the theater and dance productions as indicated above, and general costume shop needs (maintenance, capital equipment, etc.)
  - As schedule permits, and time allows, guest lecture in theater classes concerning costume design and construction
  - Advise and provide consultation for senior and other dance students regarding costume designs and choices
  
2. Costume Shop Supervision – 10% of time
  - Hire and supervise and train student workers
  - Supervise costume storage maintenance, organization, and inventory of theater and dance costumes
  - Oversee the stock and organization of stage makeup and supplies
  - Maintain stock of basic notions and supplies
  - Supervise and teach student crew assistants/workers

- Maintenance and repair of costume shop equipment
  - Maintain a safe work environment in the costume shop and storage
  - Supervise and provide rentals in accordance with the rental policy, as determined by the Theater Department
  - Oversee and ensure the proper cleaning and repair of costume inventory
3. Additional Responsibilities – 5% of time
- Attend necessary Theater Department and Dance Department production meetings as necessary
  - Upon consultation with the Chairs of the Theater and Dance Departments, other responsibilities may be assigned

### **REQUIRED QUALIFICATIONS:**

**Education:** Bachelor's Degree; maintain a valid driver's license and meet St. Olaf College driver authorization criteria with a satisfactory driving record

**Experience:** 3+ years experience in costuming for theater and dance to include: costume design, draping, pattern-making, craft work, and construction

### **PREFERRED QUALIFICATIONS:**

**Education:** MFA degree in Theater Design/Costumes

**Experience:** Work experience in educational theater setting

### **KNOWLEDGE, SKILLS, ABILITIES:**

- Skill in production space management and theatrical production
- Ability to work independently
- Ability to work successfully in a collaborative environment across two academic and production programs and manage a full production environment
- Skill and interest in creating and sustaining an educational work environment
- Ability to train and supervise others
- Skill in and knowledge of stage makeup and wigs
- Skill in garment construction, including sewing, appliquing, and needlework
- Skill in costume draping, pattern making, and craft work
- Ability to plan, implement, construct, and evaluate costume/prop design
- Skill in completing tasks accurately and with attention to detail
- Ability and willingness to support, respect and commit to embracing the diverse backgrounds, values and points of view to build a strong and inclusive community including faculty, staff, students and constituents

**WORK SCHEDULE:**

FTE: .75

Term: September through May

Shift: 40 hours per week; hours are variable; weekday hours plus frequent evening and weekend work as determined by rehearsal and performance schedules; travel up to 20% of work schedule, which includes local (Twin Cities metro area) and national travel

**PREREQUISITES:**

Employment in this position is conditioned upon successful completion of a background check which may include: criminal background checks, reference checks, verification of work history, verification of any required academic credentials, licenses, and/or certifications, a motor vehicle check, verification of DOT certification, a credit check, employment eligibility verification, and/or a pre-employment physical. Whether a background check is deemed successfully completed will be at the sole discretion of St. Olaf College. Please note, St. Olaf College reserves the right to conduct periodic background checks at its sole discretion.

**DISCLAIMER:**

This job description is for general information purposes. It is not intended to list all duties and responsibilities of the position. This job description is subject to change at any time by St. Olaf College, with or without prior notice.

**APPROVAL:** Alison Feldt, Theater Department Chair

**DATE:** August 2021

## Physical and Environmental Factors

(Indicate frequency required in a typical 8 hour day for this position.)

Physical Activity	Not Applicable	Rarely (<½ hr)	Occasionally (½ - 2½ hrs)	Frequently (2½ - 5½ hrs)	Continually (5½ - 8 hrs)
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing stationary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking/traversing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouching (bending at knees)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping (bending at waist)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting/pivoting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing/balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping/handling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/carrying (< 20 lbs.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/carrying (<50 lbs.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive motions (constant for 15+ mins; typing, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensory Activity	Not Applicable	Rarely (<½ hr)	Occasionally (½ - 2½ hrs)	Frequently (2½ - 5½ hrs)	Continually (5½ - 8 hrs)
Talking in person/on phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing in person/on phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vision for close work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vision for distance or depth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Distinguishing color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Feeling by touch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Loud noise (need raised voice to be heard)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Exposures	Not Applicable	Rarely (<½ hr)	Occasionally (½ - 2½ hrs)	Frequently (2½ - 5½ hrs)	Continually (5½ - 8 hrs)
Respiratory (dust/gas/fumes/steam/odors/poor ventilation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemicals (includes solvents and oils)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrations (exposure to oscillating movements of extremities or whole body)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wet or humid conditions (indoor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (below 32 degrees)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (above 100 degrees)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proximity hazards (moving mechanical parts, moving vehicles, electrical current, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights or cramped quarters	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protective equipment required (mask, gloves, eyewear, ear plugs, steel toe shoes, respirator)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Travel:** 20% of time    
**Operate Hand Tools:**  Yes  No    
**Operate Equipment/Machinery:**  Yes  No  
**Required Dress Attire:**  Business Casual   
 Business Formal   
 Uniform   
 Other: Business Casual or as appropriate for the task

**Comments:**