Costume Shop Manager

Job Code 00001392

General Description
Responsible for the daily production of costumes in the Costume Shop of the Department of Theatre and Dance.

Examples of Duties
Consult with supervisor to decide schedules and procedures
Call vendors to find and purchase items needed
Instruct students regarding procedures for making costumes and crafts
Discuss costume needs with directors, designers and costume staff
Administer the Costume Shop budget
Schedule the daily work of staff
Oversee calendar of deadlines
Coordinate the organization and maintenance of costume storage
Oversee the organization of supplies and craft room
Supervise the maintenance of tools and equipment
Organize fitting schedules for actors
Administer the rental and loaning of costumes to other institutions
Manage the rental and borrowing of costumes from sources outside our department for our productions
Instruct student and staff in the proper operation of machinery and tools
Perform other duties as assigned

Knowledge, Skills, and Abilities
Knowledge of: relevant outside vendors for repairs and making costumes, about fabric properties, methods of constructing costumes and accessories, of costume making machinery

Skill in: effectively directing the work of others and motivating output; working as a team member; interacting courteously with others

Ability to: comprehend written material to evaluate its worth and to respond appropriately; to prepare letters and articles for publication; to perform basic and intermediate math to calculate dimensions for costumes, to measure and balance and monitor budget, to take messages, to follow instructions, to explain procedures & technical operations, to problem solve, to use a computer
Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements