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