AUBURN
Human Resources

# Costume Technology Director

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | EA24 |
| Job Description Title | Costume Technology Director |
| Pay Grade | TA10 |
| Range Minimum | $54,890 |
| 33rd % | $67,700 |
| Range Midpoint | $74,100 |
| 67th % | $80,500 |
| Range Maximum | $93,310 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 134 College of Liberal Arts |
| Approved Date: | 12/9/2024 9:29:43 AM |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

The Costume Technology Director manages all aspects of the Costume Studio, including managing staff, maintaining supplies, upkeep and maintenance of tools and machines, budgeting and purchasing.

## RESPONSIBILITIES

- Creates and maintains a production build schedule for each production of the season. Manages production wardrobe, which includes managing and maintaining all needed materials and lists of current student allergies for production laundry.
- Manages and oversees the work, schedules, and production of all Student Staff. Manages oversees the work, schedule, and production of all over-hire professional Drapers. Assigns and oversees build loads for both student staff and any over-hire drapers, including wig styling and maintenance. Schedules and runs all fittings for all productions.
- Attends all design and production meetings. Manages email and other correspondence in relation to productions, student staff, and professional drapers. Communicates regularly with all designers, directors, stage managers, and actors. Attends all dress rehearsals and oversees student wardrobe, ensuring that quick changes are organized and efficient. Maintains the MSDS and other safety measures. Inventories all tools, notions, fabric and other consumables.
- Serves as the The Production Costume Designer for one production per year.
- Maintains all tools and machines to ensure they are in working and safe order.
- Instructs all costume studio practicum classes. Instructs students on how to sew and build costumes. Advises students through advanced sewing, firsthand, draping projects. Guides students through costume designs. Facilitates Directed Studies if desired in: Introduction to Wigs, Advanced Wigs, Draping, Costume Shop Management, Costume Crafts. Assists faculty in Teaching Costume Construction, Advanced Costumes, and Advanced Makeup. Teaches students how to be on a wardrobe crew. Mentors and manages all wardrobe crews for each production.
- Drapes garments for each production as needed. Drafts original patterns (either via draping or flat patterning) to be turned into garments for each production as needed. Builds mock-up garments for each production as needed.
- Builds final garments for each production as needed. Alters original draped garments as well as pulled and purchased garments for each production. Attends all fittings. Maintains working knowledge of historic and contemporary patterning, draping, and garment construction, as well as historic and contemporary style and fashion. Participates in workshops, conferences, and symposiums to maintain up-to-date skills and knowledge of costuming technology. Builds and/or front all wigs for productions. Sets and styles all wigs for

## RESPONSIBILITIES

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|---|---|
| | all productions. Maintains wigs and their style for all productions. Serves as designer on one production per year. |
| • | Manages accounts with various retailers to maintain tax exempt status. Communicates with retailers to ensure tax refunds when tax exempt status is not offered. Processes receipt reconciliation and adheres to budget constrictions and communicates with Production Director regarding money and needs to determine budget allocation. Makes fabric and/or costume purchases for all designers, maintaining communication regarding designs and budget. Purchases all supplies and tools as needed. |
| • | Attends all faculty/staff meetings. Recruits students during recruitment events such as SETC and Trumbaur Theatre Festival. Maintains costume stock, organizing by period and style and ensuring temperature and humidity are appropriate for soft goods. Sustains wig stock, including keeping it clean and appropriately labeled. |

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |

## 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 to 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 | |
|---|---|---|---|---|---|
| Master's Degree | Fine Arts in Costume Design or Costume Technology | and | 2 years of | Experience in managing a costume shop | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Advanced knowledge draping and pattern drafting techniques. | |
| Advanced knowledge of fit and style for historical clothing. | |
| Advanced knowledge in tailoring and alterations. | |
| Ability to teach and mentor students at multiple skill and experience levels. | |
| Knowledge of wig building (preferred). | |
| Advanced knowledge of historical hairstyles. | |

## 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 | | | |
| Vibration | | X | | | |

**Vision Requirements:**

Ability to see information in print and/or electronically and distinguish colors.