



## JOB INFORMATION

Job Code:	169107
Job Title:	Costume Technician I
FLSA Status:	Non-Exempt
Supervisory:	May oversee student, temporary and/or casual workers.
Job Family:	Costuming
Job Family Group:	Arts Production Support
Management Level:	7 Individual Contributor

## JOB SUMMARY

Constructs and maintains costumes and accessories for School of Theatre productions. Provides additional costume and wardrobe services, as assigned.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
X		Specialized/technical training	
X		Associate's degree	
	X	Bachelor's degree	Fine Arts

### Additional Education

*Check here if experience may substitute for some of the above education.*

Combined experience/education as substitute for minimum education

### Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	

### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Practical experience in costume construction.
	X	Practical experience in all phases of costume and accessory construction.
	X	Additional experience in construction of armor, heraldry, millinery, wigs, jewelry, gloves, footwear, masks, etc.

### Other Job Factors

- Requires ability to operate professional sewing, serging, cleaning, dyeing and pressing equipment.

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Constructs costumes and accessories, as assigned -- dyes and prepares fabric, cuts, drapes, stitches, fits, tailors, finishes, decorates, distresses, etc., as assigned.				
Takes and records actors' measurements according to accepted practices. Maintains information files for future reference.				
Shops for fabrics, articles of clothing, accessories, equipment, supplies and other items required for costumes.				
Drafts patterns, cuts paper and/or muslin patterns, as appropriate to costume designs.				
Alters, cleans, maintains, repairs and stores costumes, as assigned.				
Assists in guiding and instructing students and volunteers in correct costuming techniques.				
Establishes and maintains contacts with costume departments at other colleges and universities and with professional theatres, costume rental companies, vendors and suppliers, as well as freelance stitchers, drapers and cutters.				
Assists in proper maintenance of costume shop and equipment. Takes inventory of and orders supplies, as needed. Provides other costuming and wardrobe services, as assigned.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.