



JOB INFORMATION

Job Code:	169111
Job Title:	Costume Technician II
FLSA Status:	Non-Exempt
Supervisory:	Leads employees performing similar work on a project basis.
Job Family:	Costuming
Job Family Group:	Arts Production Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Manages day-to-day operations of costume shop. Participates in construction, maintenance and storage of costumes and accessories for School of Theatre productions. Provides additional costumes and wardrobe services, as required. Demonstrates costume techniques to students and other technicians.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	Fine Arts
	X	Master'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		2 years	
	X	3 years	

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		Degree specialization in theatre costuming.
X		Practical experience in costume design, construction & shop maintenance.
X		Supervisory skills.
X		Knowledge of pc systems for word processing.
		Degree specialization in costume technology.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Practical experience in all areas of costume and accessory design and construction, preferably in a university or professional theatre environment.
	X	Additional experience in design & construction of armor, heraldry, millinery, jewelry, footwear, masks, etc.
	X	Excellent written/oral communication.
	X	Must demonstrate proficiency in costume history.

Other Job Factors

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

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Participates in all aspects of costume and accessory construction, including taking measurements, drafting and cutting patterns, determining yardage, material selection, dyeing and preparing fabrics, cutting, draping, stitching, fitting, tailoring, finishing, decorating and distressing, as required. Excels in stitching and patterning.				
Alters costumes as required. Ensures that all costumes are properly laundered, maintained, stored, and repaired.				
Supervises the day to day operations of the costume shop. Keeps the facility in order.				
Works with costume program manager, and other theatre personnel to ensure that costume projects are completed as designed, on schedule. Demonstrates costume techniques to students and other technicians.				
Helps maintain inventory. Coordinates maintenance and repair of costume shop and equipment. Assists in maintaining inventory of costume stock, as needed. Maintains department files and work records, as required.				
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.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			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.