

Job Title
Office/Department
Location (Building)
Supervisor
Length of Employment
Job Wage Rate or Range
Position Summary

Costume Shop Student Manager
Theatre Arts
Armstrong Costume Studio (S36)
Jenny Kelchen
Academic year
\$8.00/hour

The shop manager is responsible for the maintenance of shop documents, including schedules, measurement charts, and documents related to costumes. The student may also assist in the construction of costumes and costume crafts for departmental theatre productions, help maintain stock & rentals, and assist other students with projects, including giving out projects to other students.

Principal Duties and Responsibilities

Maintaining Excel & Word documents, shop organization, costume construction (sewing), craft-work, taking measurements, making alterations, stock maintenance & rental supervision.

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

Pre-requisite: T108 Costume Construction or demonstrated sewing skills are a plus. Good interpersonal skills. Most shop managers have previously worked as costume shop assistants.

Expectations

Completion of assigned projects in a timely matter, regular maintenance of documents on a block-by-block basis, working assigned hours.

Working Conditions

Costume studio—basic safety issues associated with the use of sewing machines, sergers, irons, & dye facilities.