

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

Costume Shop Assistant  
Theatre Arts  
Armstrong Costume Studio (S36)  
Jenny Kelchen  
Academic year  
\$7.25/hour  
The student assists in the construction of costumes and costume crafts for departmental theatre productions, helps maintain stock & rentals, and assists other students with projects.

**Principal Duties and Responsibilities**

Costume construction (sewing), craft-work, taking measurements, making alterations, stock maintenance.

**Knowledge Skills and Abilities**

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel (very basic)
- 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

**Expectations**

Completion of assigned projects in a timely matter, working assigned hours.

**Working Conditions**

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

