

**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.