

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.

