Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Chelonia Costume Assistant</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Theater, Dance, and Media Studies</td>
</tr>
<tr>
<td>Work Location</td>
<td>Costume Shop/Hendricks Center</td>
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<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
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<tr>
<td>Supervisor</td>
<td>Donna Thalman</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-1148-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time?  ☐ Yes  ☒ No

Number of positions available: 1

Work Schedule
A student in this position can expect to work ___ hours per day, 8+ hours per week.
The student will work  ☐ Monday thru Friday  ☐ Saturday  ☐ Sunday  ☒ any day of the week.
Hours are available during the following times of the day: whenever.

Department/Position Overview
The Chelonia Costume Assistant is responsible for assisting the Chelonia Costume Supervisor with all Dance Department costume business. They are working towards the goal of assuming the position of Chelonia Costume Supervisor when their predecessor leaves.

Description of Duties and Tasks
☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☐ Conform to an established work schedule; reliably work set hours as assigned
☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☒ Maintain the confidentiality of departmental/employee/student information
☒ Run errands on and/or off campus, including campus mail pick-up and delivery
☒ Perform light cleaning, departmental organization, and upkeep as required
☒ Work efficiently and accurately without immediate supervision
☒ Assist or design a faculty piece in Chelonia Dance performance.
☒ Assist Chelonia Costume Supervisor with all of her responsibilities in the Dance Department.
☒ Assist all student choreographers in coordinating their costume needs.
☒ Assist in keeping an accurate inventory of costumes used in dance performances, and the dance department.
Required Training and Skills

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: Excel
- Familiarity with specific equipment, listed here: irons, sewing machines, and sergers
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: trained by Chelonia Costume Supervisor, dance background preferred.
- Ideally works several hours in the costume shop for training in costume construction.