Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
<td>Chelonia Costume Designer</td>
<td>$7.25</td>
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<tr>
<th>Department</th>
<th>Supervisor</th>
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<tr>
<td>Theater, Dance, and Media Studies</td>
<td>Donna Thalman</td>
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<tr>
<th>Work Location</th>
<th>Account Number</th>
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<tr>
<td>Costume Shop/Hendricks Center</td>
<td>01-11148-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time? ☑ Yes ☐ No

Number of positions available: 0 - 4

Work Schedule

A student in this position can expect to work 4 - 8 hours per day, 4 - 8 (varies depending on the needs of the production) 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: If work is done in the costume shop, M - F, 1:00 pm - 5:00 pm. If work is done in the Hendricks Center, check with personnel for the hours available.

Department/Position Overview

Each Chelonia Costume Designer is assigned to design for one of the faculty choreographers for the Chelonia dance performance. Chelonia faculty designers are expected to communicate designs and scope of work to the faculty choreographer, the costume designer in the Theatre Department, and the Chelonia Costume supervisor and assistant. He/she must work responsively within the budget assigned to the dance. She/he must meet at regular intervals with the Theatre Department Designer. Designs are approved by the faculty choreographer and the Theatre Department designer.

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

☐ Work with the faculty choreographer(s), Chelonia Costume Supervisor and Assistant, and the Head of the Costume shop.

☑ Design and execute costumes for the assigned Chelonia dance.
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:

☒ Familiarity with specific equipment, listed here: irons, and optional, sewing machines, and sergers

☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: dance background preferred.

☒ If simple sewing is necessary, and costume shop employees perform these duties, then the dance designer needs to provide adequate information and preferably be in the costume shop during working hours to ensure completion of work and assist.