# Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Chelonia Costume Supervisor</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>$7.75</td>
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<tr>
<td>Supervisor</td>
<td>Donna Thalman</td>
</tr>
<tr>
<td>Account Number</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:** 1

**Work Schedule**

A student in this position can expect to work × hours per day, **10+** 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: **variable, but required to attend weekly Costume Shop supervisor meetings Mondays 4:00 pm - 5:00 pm**.

**Department/Position Overview**

The Chelonia Costume Supervisor supervises the designers for Chelonia. They also are responsible for overseeing and up-keeping the dance costume storage. During December workshops they receive all student costume proposals and approve and deny them in consultation with the head of the Dance Department. They must also consult with the Head of the Dance Department about budget matters. They must find and train wardrobe people for the December workshop and Chelonia performances. They are also responsible for all of the costumes that travel to performances outside of Beloit, such as ACDF.

**Description of Duties and Tasks**

- ✔ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- ✔ 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
- ✔ Serve as a liason between personnel in the Costume Shop and Dance Department, choreographers, and costume designers regarding costumes. Train Chelonia Costume Assistant so that he/she is prepared to step into the Chelonia Supervisor position.
- ✔ Manage storage and inventory of dance costumes, and manage the dance budget with dance faculty.
- ✔ Some design required; must design for a faculty piece.
- ✔ Oversee student dance costume designers and help with their production.
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, sergers

☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: trained by the previous Chelonia Costume Supervisor for at least one semester as the Chelonia Costume Assistant, dance background ideal, and previous experience in costume construction preferred.