# Beloit College Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Costume Shop Advanced Technician</th>
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<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
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<tr>
<td>Department</td>
<td>Theater, Dance and Media Studies</td>
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<tr>
<td>Supervisor</td>
<td>Lauren Roark</td>
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<tr>
<td>Work Location</td>
<td>Costume Shop</td>
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<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:** up to 10 depending on skill level and schedules

**Work Schedule**

A student in this position can expect to work **hours per day**, **up to 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: **1:00 pm - 4:00 pm on Monday, 1:00 - 5:00 pm on Tuesday through Friday**.

**Department/Position Overview**

The Theatre Department produces 4 theatrical productions and 2 dance productions each academic year. The costume shop builds and alters costumes according to the needs of each production. All shop employees are hired as Costume Shop technicians. Advanced Technicians receive training from Costume Shop Supervisors and from the Theatre Department Costume Designer. The training includes more advanced costume making skills, tailoring, and may also include dyeing and fabric modification. Advanced Technicians must have worked in the Costume Shop a minimum of one semester, demonstrate sewing proficiency, work independently, and show a commitment to the overall goals of the Theatre Department. Employees are selected for these positions by the Theatre Department resident 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
- 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
- Perform sewing tasks with little supervision
- Lead projects, delegate work, and teach basic skills to Costume Shop Technicians
- Contribute positively to the work environment
- Maintain the fitting book, inventory costume rentals, process donations.
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: Comprehensive knowledge on our sewing machines, sergers, and irons

☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: worked in the costume shop for at least one semester; enrollment in costume courses is ideal, but not required; the Head of the Costume Shop must approve of this promotion.

☒ Sewing proficiency.