Position Title: Costume Shop EPA Consultant

Hourly Rate: $7.25

Department: Theatre, Dance, and Media Studies

Supervisor: Donna Thalman

Work Location: Costume Shop

Account Number: 01-11148-00000-00000-xxxxx

Do multiple individuals hold this position at one time? 
Yes [ ] No [x]

Number of positions available: 1

Work Schedule

A student in this position can expect to work 2 hours per day, 2 hours per week.

The student will work Monday thru Friday [x] Saturday [ ] Sunday [ ] any day of the week.

Hours are available during the following times of the day: 1:00 pm - 5:00 pm Mon - Fri, 4:00 pm - 5:00 pm on Monday is required for the weekly supervisor meetings.

Department/Position Overview

The Costume Shop occasionally works with hazardous materials. The EPA consultant must inform the shop employees about EPA laws and guidelines and ensure that the shop complies with all laws and guidelines.

Description of Duties and Tasks

[x] 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

[x] Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

[x] Maintain the confidentiality of departmental/employee/student information

[x] Run errands on and/or off campus, including campus mail pick-up and delivery

[x] Perform light cleaning, departmental organization, and upkeep as required

[x] Work efficiently and accurately without immediate supervision

[x] Ensure access to pertinent MSDS Forms

[x] Create and organize a safety presentation to all shop employees and ensure that each employee has been accurately informed

[x] Specifically responsible for the maintenance of the dye-room

[x] Keep inventory accurate and up to date
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, Powerpoint/or equivalent
- Familiarity with specific equipment, listed here: irons, sewing machines, sergers, water pumps
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: trained by previous consultant, and must have at least one semester of experience in the shop as a technician.
- EPA consultant must also be an employee of the shop as a supervisor or technician (beginner or advanced.)