Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Costume Shop Supervisor</th>
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<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.75</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>Donna Thalman</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: 5 - 7

Work Schedule

A student in this position can expect to work 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: 4:00 pm - 5:00 pm Monday for the weekly supervisor meeting is REQUIRED; Hours 1:00 pm - 5:00 pm Monday 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. Costume Shop Supervisors are integral to the supervision and daily workings of the Costume Shop. Supervisors meet weekly with the Head of the Costume shop to organize and prioritize projects. They supervise and train costume shop employees. Supervisors mentor new hires, and oversee time sheets, work schedules, and other costume shop matters. Supervisors must have excellent interpersonal skills as well as good costume making skills. A positive attitude is expected of Supervisors.

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
Supervise and manage costume shop employees, organize projects, delegate work, and oversee the quality of the work performed by costume shop employees.

Train Costume Shop employees

Take initiative, demonstrate a high degree of responsibility in all matters pertaining to the workplace, and contribute positively to the work environment

Responsible for costume shop keys and opening/closing the costume shop.

**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: Microsoft Word, Internet Explorer, Google email, Microsoft Excel, and Microsoft PowerPoint
- Familiarity with specific equipment, listed here: the irons, and usage, care, and maintenance of the sewing machines and sergers.
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Preferred experience as a Technician for one year, and/or an Advanced Technician for one semester; enrollment in costuming courses is ideal, but not required; the Head of the Costume Shop must approve this promotion.