Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Costume Shop Technician</th>
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<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.25</td>
</tr>
<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 schedule

Work Schedule

A student in this position can expect to work hours per day, 4 - 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 - 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. Technicians receive training from Advanced Costume Technicians or Costume Shop Supervisors. The training ranges from basic costume making skills to advanced skills in costume making and tailoring. Training may also include dyeing and fabric modification.

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

☑ Perform sewing tasks with supervision

☑ Work in teams on costume projects

☑ Work in costume storage to keep our collection of costumes organized.
**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: *will be trained on our sewing machines, sergers, and irons*
  - Completion of coursework or training, prior experience, and/or specific certifications, listed here: *Some basic sewing knowledge*