Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Rate</th>
<th>Supervisor</th>
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<tbody>
<tr>
<td>Neese Theatre Costume Collections Manager</td>
<td>$7.50</td>
<td>Donna Thalman</td>
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<thead>
<tr>
<th>Department</th>
<th>Account Number</th>
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<tr>
<td>Theater, Dance, and Media Studies</td>
<td>01-11148-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time? [ ] Yes [x] No

Number of positions available: 1

Work Schedule
A student in this position can expect to work [ ]  hours per day, 6 - 8 hours per week.
The student will work [ ] Monday thru Friday [ ] Saturday [ ] Sunday [x] any day of the week.
Hours are available during the following times of the day: at student's convenience.

Department/Position Overview
Theater department houses a sizable collection of antique costumes. The collections manager is in charge of the maintenance of the costume collection and updating inventory and database as needed.

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
[ ] Maintain organization of collection and use best practices to protect costumes from damage.
[ ] Organize database and entry occasionally
[ ] Make labels
[ ] Oversee the process of loaning antiques for purposes of research, classes and exhibits.
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: Past Perfect and Excel
- Familiarity with specific equipment, listed here:

- Completion of coursework or training, prior experience, and/or specific certifications, listed here: trained by previous Collections Manager, and be informed about the collection. They are also required to have taken either a Museum Studies course or Costume History.