EMPLOYMENT OPPORTUNITY

POSITION: COSTUME SHOP COORDINATOR
Classified as: Performing Arts Tech II

Part-time (3/4 time) 10 month position in the Theater Department. This is a 10 month position paid over 12 months with the months of July & August off each year with pay.

ESSENTIAL DUTIES: Under general supervision of the Department Chair, and minimal creative and technical direction, this position will coordinate all elements in the costume shop including budgeting, performance schedule planning, act as design liaison, and supervision of student worker. Duties include, but are not limited to:

- Designing, assisting, pulling, renting, and/or adapting for productions. Sewing on domestic and industrial machines. Pattern making for theatre.
- Organizing, scheduling, assuring the good process of all costume designs. Address specific design and technical research problems.
- Prepare dye samples and execute dying of actual fabric. Develop solutions for specific costume items or categories of items such as-armor, costume accessories, wigs, etc...
- Provide light assistance in developing organizational paperwork such as fittings lists, pieces and descriptions, costume tech sheets, laundry lists, etc.
- Maintenance of equipment, tools and machines. Maintenance of costume, cleaning, washing, putting away.
- Attend design/production meetings when asked by Director. May check rental sources and prices. Attend some rehearsals and Dress Parade and take notes for/from Stage Manager
- Ordering supplies and materials, run errands. Maintain costume budget. Supervising lab students and establishing deadlines

QUALIFICATIONS:
- Entry to the first level within this classification requires one to two years of experience working for a theatre, repertory or stock company engaged in costume construction. This background normally would be achieved through professional training or applicable college coursework and practical experience.
- 2-5 years textile/design experience, which may include: hand sewing, clothing design, clothes/costume repurposing, dress-making, pattern-making, fashion consulting, stage/screen design, pattern-reading, cutting, machine-stitching, etc.
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

PREFERRED QUALIFICATIONS:
- BA in Theatre
- Craftsmanship in costume accessories such as mask, hats, mascots, etc. Sewing on domestic and industrial machines, serger and iron. Experience with pattern making for Theatre.
- Highly developed multi-tasking, time management and scheduling abilities.

SPECIALIZED SKILLS AND ABILITIES:
- Independent performance of more complex projects in production specialty, including planning, organizing and construction/implementation for one or more productions. Work typically involves handling multiple priorities.
- Work is performed independently with limited creative or technical direction. Approaches to projects and priorities usually are determined independently.
- Work involves appreciable creativity in the execution of designs and production effects.
- Work involves considerable judgment and discretion in terms of the use of materials and meeting safety requirements.
- Ability to assist in the training and supervision of students involved in productions.
- Ongoing coordination with faculty involved in the productions is central to work. Provides direct lab support to students involved in productions
- Thorough and specialized knowledge and experience of methods and problems related to costume making.
- Ability to apply sophisticated knowledge of design principles to translate design specifications into costumes.
- Ability to identify and appropriate materials and supplies needed for projects and manage materials budgets for production specialty and specific projects.
- Ability to independently manage production support projects and productions by breaking segments into working units that coincide with production needs.
- Ability to work on more complex projects/designs and to work with more difficult materials and equipment, including the ability to select and use the most appropriate materials to meet production needs.
- Comprehensive knowledge of historical periods for design and construction of materials and effects related to costume making.
- Ability to plan the layout and use of work area. Ability to use more complex features of applicable software packages for costume making.
- Thorough and comprehensive knowledge of costume techniques, including specialized hand sewing and machine techniques, and ability to work with a wide range of costume materials.
- Thorough knowledge of safety requirements and standards related to costume and stage operations and ability to train others in safety measures and ensure compliance with codes and regulations.

SALARY RANGE: $2,181.00 - $3,369.75 per month plus excellent paid benefits.

APPLICATION DEADLINE: OPEN UNTIL FILLED. Application Screening will begin on June 23, 2015

APPLICATION PROCEDURE: Applications will be processed in accordance with Article 9.3 of the CSU/CSUEU Memorandum of Understanding. Preference will be given to qualified individuals currently employed at CSU Stanislaus in bargaining units 2, 5, 7, and 9 except when it is determined that it is necessary to appoint outside applicants to meet the best interest of the campus by obtaining specialized skills and abilities not available from current employees. To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/Employment_Opportunities/Staff/index.html), a résumé, and a cover letter to:

California State University, Stanislaus  •  Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle  •  Turlock, CA 95382
For questions, contact Mr. Eric Broadwater (209) 667-3458

A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Applicants requiring necessary accommodations to the application process may contact Human Resources at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary Self-Identification of Disability_CC-305_SD_Edit1.24.14.pdf

THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.

CSU STANISLAUS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION TITLE IX/SECTION 503/504 EMPLOYER. QUALIFIED WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CSU STANISLAUS Hires ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A 'MANDATED REPORTER' UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083 AS A CONDITION OF EMPLOYMENT. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT www.csustan.edu/UPD/pages/Campus CrimeStatistics/index.html

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.