

Work Study Position

Theater-Costume Coordinator

Position Title: Costume Coordinator

Contact: Stephen Seder

Purpose/Role of the position:

- To serve as assistant to the theatre technical director
- To assist theatre faculty, guest artists, student directors, campus clubs, and other university departments in setting up and running productions & performances

Duties/Responsibilities of the position & how they relate to the purpose/role:

- Maintain the costume shop and costume storage
- Design, build, or source costumes for Bank of Commerce Season
- Other duties as negotiated/assigned
- Work 0-20 hours per week (flexible) to assist technical director in a wide variety of activities associated with two auditoriums, in support of academic program activities (e.g. class projects and events), and campus- and community-sponsored events;
- Assist in running approximately 1 performance events per month, most requiring 2 four-hour blocks of time to set up equipment, run lights and sound, and load-outs;
- Attend work study portions of weekly meeting (this portion is the first agenda item of weekly meetings (tentatively Mondays 11:20-noon) to determine staffing of events and theatre-area related duties

Relationship of these duties to purpose/role of the position:

- There are several spaces associated with the small and Beier auditorium – including scene and costume shops, dressing rooms, bathrooms, green room, classroom, and 6 storage rooms. There is a wide variety of materials, tools, and operating procedures for each of these spaces. The spaces are open and used by students and faculty for as many as 8 hours per day/7 days per week, and the student in this position will assist the technical director (faculty) who also has only part-time duties to supervise the facilities and their use.

Preferred qualifications:

- Ability to commit to working a minimum of 1 performance events per month, most requiring 2 four-hour blocks of time to set up equipment, run lights and sound, and load-outs;
- Ability to commit to meeting deadlines of the Bank of Commerce Season
- Ability to maintain clean workspaces and proper use of equipment and supplies;
- Commitment to timeliness and professionalism;