

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: COORDINATOR, COSTUME SHOP**

**Reports To:** Theatre & Dance

**UW Job Code:** 7362

**UW Job Family:** 3D – Media/Communication/Art

**SOC Code:** 39-3090

**FLSA:** Non-exempt

**Pay Grade:** 19

**Date:** 4-5-22

**JOB PURPOSE:**

Coordinate and participate in the overall operation of the Theatre & Dance Costume Shop to include support for theatrical productions in the areas of costume design, construction, and wardrobe needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinate, participate in and supervise the overall operation of the costume shop to ensure an organized, efficient and safe environment for theatrical production and student education.
- Coordinate and supervise costume construction and wardrobe needs; implement decisions regarding costume construction, materials, and techniques. This may include research, sourcing, procuring, pattern drafting or draping, cutting, stitching, alterations, dying, crafts, etc.; coordinating and participating in fittings.
- Oversee inventory and maintain costume storage.
- Purchase fabric, notions, clothing, and special hair/makeup needed for shows, adhering to the production budget.
- Maintain safe conditions in costume-related areas. Provide instruction and direction in the use of shop equipment, materials and techniques. Maintain costume shop calendar and coordinate schedule for all shop users.
- Maintain budget and monitor financial records for costume shop expenses; make recommendations regarding equipment purchases.
- Hire, train and supervise costume shop employees; hire and supervise contract labor as required to complete work within budgetary guidelines; coordinate and supervise the efforts of student performing arts organizations.
- Attend dress rehearsals for all faculty-directed shows and dance concerts as determined necessary by the production manager and directors.
- May teach basic sewing course, as requested.

**SUPPLEMENTAL FUNCTIONS:**

- Serve on committees and represent the unit at various meetings and events.
- Participate in the development of policies and procedures.
- Perform special projects and duties, as assigned.

**COMPETENCIES:**

- Attention to Detail
- Collaboration
- Formal Presentation Skills
- Innovation
- Technical/Professional Knowledge
- Work Prioritization & Management

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree in a related field**

Experience: **2 years of work-related experience**

Required licensure, certification, registration, or other requirements:

- **Valid driver's license**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Advanced sewing skills: working with a variety of textiles and machines (overlock, domestic and industrial machines).
- Thorough and comprehensive knowledge of the principles, practices and techniques of costume construction and costume crafts.
- Knowledge of the organizational structure and timing of production schedule in the shop for both the scheduling of design deadlines, construction needs, and scheduling the workers.
- Knowledge of historical period costume designs, patterns and materials.
- Knowledge of supervisory, management practices and principles when working with both students and colleagues.
- Thorough knowledge of safety requirements and standards related to production and stage operations.

Skills and Abilities to:

- Flat patterning and/or draping skills and some tailoring experience are necessary.
- Skill in making patterns, cutting, draping, sewing dyeing and fitting costumes.
- Ability to distinguish between colors.
- Strong interpersonal, organizational and problem-solving skills required.
- Strong verbal and written communication skills.
- Understand, interpret and implement Federal, State and University policies and procedures.
- Apply problem-solving techniques and professional judgment in complex, confidential and sensitive situations.

- Work effectively with faculty, staff, students, families and other stakeholders from different backgrounds.
- Ability to stand for long periods, lift up to 40 lbs., climb stairs and ladders, get down to and up from the floor, etc.

**WORKING CONDITIONS:**

Typical theatrical working environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. The University of Wyoming actively supports the Americans with Disabilities Act and will consider reasonable accommodations.