



JOB TITLE: COSTUME TECHNICIAN

Classification: Classified
Salary Range: 31

Retirement Type: PERS*
Revised/Board Approved: May 27, 2025

BASIC FUNCTION:

Under the direction of an assigned dean or supervisor, performs skilled and technical duties related to the construction and development of stage costumes, wigs and make-up, and oversee the operation of the Costume Shop for Fine Arts Division productions.

REPRESENTATIVE DUTIES:

Construct or oversee the construction of costumes
Create necessary patterns through drafting/draping
Adapt commercial patterns
Recut and restyle existing costumes
Oversee the measurement and fitting processes
Oversee the styling of wigs and hair and application of make-up for specific productions
Maintain wig, make-up and costume supply stock
Assist hair and make-up designers in planning and executing of hair and make-up
Assist costume designers in planning and executing of costumes
Perform minor repairs and general maintenance on costume related equipment
Oversee the dry cleaning and laundering of costumes and accessories
Oversee student workers and short-term employees.
Maintain costume storage and handles loans and rentals
Attend all production meetings of Fine Arts and Center for the Arts shows
Assist the production manager in hiring and scheduling of hourly student and short-term employees working on costumes, hair and make-up.
Oversee costumes, hair and make-up during the performance of all Fine Arts and Center for the Arts productions.
Performs related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: two years of college course work in costume design and construction, and hair and make-up design, and two years of experience constructing costumes and executing hair and make-up designs for stage productions.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Health and safety regulations

Historical period costume designs and patterns

Methods, materials and equipment utilized in the construction and reconstruction of costumes and related accessories.

Pattern drafting, cutting and adapting of periods and modern costumes

Machine and hand sewing techniques for construction, alteration and repair

Fitting and tailoring of garments

Fabric dyeing and painting techniques

Wig styling and maintenance

Theatrical make-up application, including special effects

Basic accounting and record-keeping procedures

Abilities/Skills:

Perform skilled and technical duties related to the construction and development of stage costumes, hair and make-up.

Understand and interpret costume, hair and make-up sketches and designs.

Operate and oversee the use of costume and shop equipment

Maintain records of equipment and supplies

Train and provide directions to others.

Work under limited direction and perform complex assignments independently

Oversee, organize and maintain efficient and safe costume shop operations.

Communicate clearly both orally and in writing.

Work cooperatively with others.

WORKING CONDITIONS:

Lift, push, pull, and load a variety of materials and equipment associated with theater production.

Work occasionally with paints, dyes, varnishes, and other toxic materials.

Work protracted or irregular hours, including nights and weekends as needed.

Dexterity of hands and fingers

Standing for extended periods of time.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.