

July 2013

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: CLASSIFIED      CLASS TITLE: COSTUME & MAKE-UP  
SPECIALIST**

**SALARY TABLE: 29      SALARY RANGE: 24**

**BASIC FUNCTION:**

Under the direction of the Director-Theatre Arts, oversee and participate in the construction, fabrication, alteration and fitting of costumes for use in theatre stage productions; determine costume and make-up requirements and coordinate, develop and implement related projects; oversee the costume studio and costume studio lab operations.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Oversee and participate in the construction, fabrication, alteration and fitting of costumes for use in theatre stage productions; confer with faculty, staff and students concerning production and instructional needs, requirements and related activities.

Coordinate, develop and implement costume and make-up projects and work lists; review scripts and calendars for theatre stage productions and determine costume and make-up needs and requirements; prepare and develop related specifications; work from sketches and costume plots and determine related material, time and labor requirements.

Train and provide work direction and guidance to designated student workers; assign student duties and review work for accuracy, completeness and compliance with established standards, requirements and specifications; assist with recruitment activities as directed.

Coordinate, schedule and participate in costume fittings and measurements; oversee and participate in the preparation of costume plots, dressing lists and fast change items; advise students and theatre staff concerning costume use and requirements.

Oversee and participate in the operation of various equipment such as sewing machines, over-lock machines, stoves, dye vats, hotplates, irons and various hand tools in the preparation, fabrication and alteration of costumes; utilize various office equipment including a computer and assigned.

Monitor costume studio lab operation and instructional activities; assist with establishing lab goals, objectives and lesson plans; monitor and provide input concerning student progress; implement costume production functions in lab activities; observe and assist students in completing classroom assignments

Provide assistance to faculty and students in the use of costume and make-up materials; respond to inquiries and provide information concerning related standards, techniques, practices, requirements

and procedures.

Assist with planning, organizing and coordinating costume studio, instructional and rehearsal activities; assist with establishing and maintaining related time lines, schedules and priorities; resolve related issues, conflicts and discrepancies.

Coordinate and oversee a variety of costume and make-up maintenance and preparation functions such as costume stitching, dyeing, dry cleaning, laundry, photos, inventory restocking and rental costume restoration and return.

Monitor, assess and assist in developing and controlling budgets for costume and make-up materials and labor as directed; contact vendors and outside agencies to research, order and arrange for the rental or borrowing of costumes as needed.

Maintain a variety of records and files related to costumes, make-up, fittings, theatre productions, inventory, budgets and assigned activities; prepare and distribute a variety of informational materials concerning costumes.

Communicate with College personnel, students and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Prepare fitting rooms and other theatre facilities for fitting and other costume and make-up support functions.

Attend and participate in various meetings as assigned; prepare and deliver oral presentations concerning costume and make-up requirements and specifications.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Practices, procedures, techniques, materials and equipment involved in the construction, fabrication, alteration and fitting of costumes for use in theatre stage productions.

Costume and make-up needs, requirements, terminology and specifications for theatre productions. Theatre Costume fittings, measurements, sketches, stitching, dyeing, restoration and related rehearsal, fast change and implementation functions.

Operation and use of sewing machines, over-lock machines, stoves, dye vats, hotplates and other equipment involved in the production of theatre costumes.

Basic principles of training and providing work direction.

Basic instructional methods and techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Operation of a computer and assigned software.

Mathematic calculations.

**ABILITY TO:**

Oversee and participate in the construction, fabrication, alteration and fitting of costumes for use in theatre stage productions.  
Coordinate, develop and implement costume and make-up projects and work lists.  
Review scripts and calendars for theatre stage productions, determine costume and make-up needs and requirements, and prepare costume specifications.  
Train and provide work direction and guidance to designated student workers.  
Operate sewing machines, over-lock machines, stoves, dye vats, hotplates and other equipment involved in the production of theatre costumes  
Monitor and assist students with costume studio lab instructional activities.  
Coordinate, schedule and participate in costume fittings and measurements.  
Provide assistance to faculty and students in the use of costume and make-up materials.  
Operate a computer and assigned software.  
Perform mathematical calculations with speed and accuracy.  
Plan and organize work.  
Work independently with direction.  
Maintain various records and files.  
Meet schedules and time lines.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in theater arts or related field and two years experience involving the construction, fabrication, alteration and fitting of costumes for use in theatre stage productions.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.  
Regular exposure to fumes, dust and odors.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of equipment.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials.  
Lifting, carrying, pushing or pulling light objects as assigned by the position.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling or crouching.  
Sitting or Standing for extended periods of time.

**HAZARDS:**

Working around and with machinery having moving parts.  
Chemical fumes.