

**Santa Monica Community College District
Personnel Commission**

Costume Designer

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CONCEPT OF THE CLASS

The position in this classification researches, designs, constructs and procures costumes for theatre and musical productions.

ESSENTIAL DUTIES

Designs, constructs, and procures costumes for theatre and musical productions, taking into consideration the movement of actors, quick-change requirements and the actors' body size and type

Consults with instructors and technical director regarding costumes for theatre and musical productions and conducts research on historical costumes

Under the guidelines of a budget, makes design sketches of costumes and submits them to the director of the production for approval

Measures cast members and makes patterns, cuts fabric, sews the costumes with a sewing machine, and performs alterations as needed

Purchases and acquires items needed for costumes and constructing costumes, supplies and equipment.

Keeps accurate records of expenditures for all materials and accessories used

Maintains stock of costumes, supplies and equipment

Assists students with costume construction, and maintenance of costumes

Organizes and oversees costume crews for the run of a production

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Supervision Received

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of design, construction, and fitting of costumes

Knowledge of adaptation of costumes for stage needs

Knowledge of principles, practices, techniques, materials, and equipment utilized in costume design and construction

Knowledge of recordkeeping and cost estimating

Knowledge of stage production techniques

Knowledge of application security and privacy techniques

Ability to research, design and construct costumes

Ability to measure, fit, and alters costumes

Ability to estimate material costs and maintain project records

Ability to conceive establish cooperative working relationships with instructors, students, staff and vendors

Skill in the operation of an electric sewing machine

MINIMUM QUALIFICATIONS***Education Requirement:***

Associate of Art's Degree specializing in Theater Arts, Fashion Design, or a closely related field.

Experience Requirement:

One (1) year of experience designing and constructing costumes for theatre productions.

Education/Experience Equivalency:

Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

None

WORKING CONDITIONS AND PHYSICAL DEMANDS

Climbing, and lifting of boxes, costumes and equipment up to 60 pounds. May occasionally be exposed to shoe sprays, dyes, and paints

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)

FLSA Status: Non-Exempt

Personnel Commission Approval Date:

Revision Date(s): Costume Design Technician (07/23/86)

Class History: Reclassified from Technical Assistant V to Technical Specialist (1977)