



PACIFIC CONSERVATORY THEATRE

## **Job Description**

**Position: Costume Technician**

**Department: Production**

**Reports to: Cutter/Draper**

The primary responsibility of the Costume Technician (a full-time hourly position) is the creation of costumes. This includes all facets of the construction process, including but not limited to alternations and maintenance of pulled or rented clothing items; light cutting and draping; light or occasional crafts work; and heavy stitching of built costumes.

The Costume Technician is responsible for meeting all construction and fitting deadlines, as outlined by the Cutter/Draper and Costume Shop Manager. This position will also assist in the day-to-day upkeep of the costume shop, including machine, shop and stock maintenance. The Costume Technician may assist in other costume production areas as dictated by the needs of the production. The Costume Technician supervises, mentors, and provides hands-on training for interns and conservatory students.

PCPA values excellence and professionalism in all aspects of its company and public life. Integral to this position is the demonstration of practical initiative; respectful, courteous and cooperative relationships; affirmative, efficient and ethical working practices. Successful PCPA employees derive deep personal fulfillment from the exemplary completion of their duties, and in the flexibility required to respond to emergent challenges and opportunities, in accomplishment of the evolving work of the theatre and its training programs. PCPA expects a strong commitment to the mission of the theatre in service to task, colleague, company and community.

### **Examples of Duties:**

- Construction of built costume pieces.
- Alteration and maintenance of pulled or rented clothing items.
- Assists with the supervising of technical conservatory students as well as interns in costume lab classes.
- Occasional drafting or draping for rendered designs.
- Attend fittings of constructed or pulled costumes as needed.
- Tailoring or altering as needed.
- Assist in the restocking or reorganization of costume warehouse and other storage areas.
- Attends specific rehearsal run-throughs, dress rehearsals and preview performances to take necessary costume notes.
- Assist in other shop areas, as needed.
- Attend all costume shop meetings.
- Clean and maintain equipment.
- Stock and monitor shop supplies.
- To perform other related work as required.



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**Qualifications:**

- Working knowledge of all aspects of the theatre – production and technical, as well as performance.
- Thorough understanding of the costume design and construction processes and all the related aspects of the overall theatre production process.
- Excellent communication skills.
- Ability to work productively under time pressures and meet deadlines.
- Strong organizational skills.
- Knowledge of textiles and costume history.
- Bachelor's degree or certificate of completion from a suitable training program, plus 1-3 years experience in a similar position required.

**Special Qualifications:**

- Evidence of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of staff and students, and to staff and students with disabilities.

**Other Requirements:**

- Possess a valid California Drivers license and have access to a vehicle for transportation to and from business related events.

**Work Conditions:**

- Ability to work long hours and work with a flexible schedule.
- May have to work at heights, around moving machinery, and with exposure to noise, vibration, and dust.
- Must be willing to travel and work at various sites.
- Must be willing to work outdoors in all weather conditions while using the appropriate safety procedures.
- Ability to work safely in an environment containing potentially hazardous electrical equipment, fumes, and/or materials.

**Physical Demands:**

- This position will need to remain seated at a sewing machine for extended periods of time.
- This position will need to occasionally ascend/descend a ladder to access or replace costumes.
- This position will regularly handle a variety of fabric and costumes which will be a variety of textures
- This position will need to handle fabric and costumes weighing up to 50 pounds.
- This position will be required to communicate with students on the proper method and practices of theatrical costumes and professionalism.

6/14/2017