COSTUME SHOP ASSISTANT DUTIES

1. Observe all of the requirements stated on the Theatre Department contract.

2. Schedule work time in the shop for a minimum of six hours a week. Time must be scheduled in advance. Other production and job assignments must be scheduled AROUND your shop hours. If you are cast in a show, your hours can be rescheduled to accommodate your rehearsal schedule.

3. Assist in the preparation and completion of costumes for departmental productions. Productions must be completed on time. More than six hours per week may be required to complete the job. The Costume Designer, Costumer, and lab students will be working with you to complete the show. If a given show should require extra work calls, you will be required to attend. This is a task-oriented job, not one based on hours.

4. Assist with maintenance of the costume shop, costume stock and costume equipment.

5. Attend all costume SA meetings.

6. All SA's are "on call" the week before dress parade and the week before the opening of each show. This means that they keep in daily contact with the costume shop and are available at these times. There will always be notes following dress parades and dress rehearsals which will need to be completed quickly. You will be responsible for completing these notes. Assume that you are needed during tech week. It is not necessary to come to the shop when checking on the status of a show. Phone first. It may save you a trip.

7. Shows will be designed so that they can be completed in the amount of labor hours which are scheduled. Therefore, the need for extra calls will be the exception, not the rule.

8. Keep track of all hours worked on the time sheets provided. Although this is a salaried position, not hourly, it helps to have documentation should a conflict arise.

9. Voice all suggestions, comments, complaints, and preferences to the Costumer and the Costume Director. We are all working together toward the same goal. Your suggestions are needed.

10. Attend and participate in all costume strikes.

11. Be on time and productive at all work calls.

12. Directly responsible to the Costumer and Costume Director.