COSTUMER DUTIES

1. The Costumer is the individual who oversees the daily operation of the costume shop including personnel and supplies management.

2. Shop and Equipment Maintenance
   a. Maintain costume shop equipment in good repair.
   b. Arrange for necessary replacement or repairs.
   c. Maintain stock costumes. Arrange for costume loans as approved by Costume Director.
   d. Keep shop stocked with notions/sewing supplies as necessary and as budget permits.
   e. ALL expenditures must be approved by the Costume Director.

3. Work Supervision
   a. Prioritize, assign and oversee all work performed by students in the costume shop (except student designers).
   b. Teach and supervise lab classes: all skills necessary to complete required production work.
   c. Supervise and schedule work study and Student Shop Assistants.
   d. Complete any costume work left unfinished by students so that all costumes are completed by dress parade.
   e. Complete notes from dress parade and dress rehearsals with the assistance of the student crew.
   f. Assist with costume fittings as per designer’s needs.

4. Maintain a pleasant, positive work environment in which students will feel comfortable learning unfamiliar skills.
4. Directly responsible to Costume Director.