

## **PERFORMING ARTS COSTUME SPECIALIST**

### **DEFINITION**

Under direction, performs skilled costume design and fabrication to support theatrical productions; works with production directors to develop a production costume plan; researches and designs costumes to reflect the production time period and the theatrical interpretation; coordinates with other production staff to enhance costume appearance, construction, maintenance and repair; provides training and direction to costume production support staff; and performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a highly specialized class within the Yosemite Community College District (YCCD). Incumbents work directly with performing arts production directors and support staff to establish costume goals for theatrical productions, design and produce costumes, and ensure that costumes enhance the overall impact and quality of the production.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this class work under the direction of a dean or senior manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to the supervisor.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a project or assignment basis.

### **ESSENTIAL DUTIES**

- Meets with theatrical production directors to discuss the planned production season as well as general production design plans and costume requirements.
- Meets with directors of assigned productions to discuss desired costume styles and designs for the production; reviews the costume budget and planned production schedules.
- Reviews dramatic literature, theater history and historical costumes; performs textual analysis of the production scripts to establish historical accuracy.
- Prepares costume design sketches; obtains fabric samples; reviews proposals with the production director and obtains agreement.
- Arranges and coordinates the rental (and return) of costumes and/or accessories when feasible and available; pulls and prepares costumes from existing stock when possible; may borrow costumes from other educational or theatrical institutions.
- Takes cast measurements; designs and creates garment patterns; produces wearable costume templates; adjusts and modifies patterns as needed or requested by the director.

- Chooses and orders selected costume fabrics, sewing supplies, dyes, paints and other items pertaining to costume requirements; locates and obtains hats, scarves, ties, belts, shoes and other accessories.
- Determines the need for costume construction support; assigns and directs the work of support staff.
- Coordinates and performs costume construction; performs cast fittings; attends rehearsals and makes needed costume adjustments.
- Constructs armor, crowns, jewelry and other items; applies paints and glitter on fabric and accessories as desired.
- Interprets lighting plans; advises stage staff regarding the hanging and focusing of lights to enhance costume appearance.
- Monitors and administers costume budgets; prepares purchase requisitions; monitors petty cash and production assistant expenses.
- Coordinates and performs costume cleaning, ironing and maintenance; stores costumes after the production; maintains an inventory of all theatrical costumes and equipment.
- Serves as a technical resource to others regarding costume design and production; explains and interprets technical methods and options to faculty, students, and staff.
- May assist with other production areas such as scenery design and fabrication, and lighting.
- Independently responds to various inquiries and correspondence; prepares project status reports; attends meetings; may serve on committees and task forces.
- Performs other related duties as assigned.

### **TYPICAL WORKING CONDITIONS**

- Work is typically performed in an indoor environment, but requires frequent travel to various locations and may occasionally require exposure to hot, cold, wet, humid, or windy conditions.

### **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

#### **Knowledge of:**

- Materials, equipment, techniques, and procedures used in designing and creating costumes.
- Sound and lighting production processes, and their impact on costume design.
- Requirements, policies, regulations, and guidelines pertaining to stage production facilities, costumes, and equipment.
- Safe working methods and procedures.

#### **Ability to:**

- Skillfully perform costume design, construction, maintenance, and repair tasks.
- Plan, organize, and lay out costume fabrication to match style, mood, and historical period.
- Accurately estimate labor and material costs.

- Work from diagrams, drawings, and sketches.
- Maintain simple records and prepare complete and concise reports.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Licenses and Certificates:**

- A valid license to drive in California is required.

**Physical and Mental Standards:**

- **Mobility:** ability to sit, walk or stand for extended periods; ability to bend and work from a kneeling posture.
- **Dexterity:** must have a full range of motion in the upper extremities; manual dexterity to operate a sewing machine and other equipment; ability to handle and work with fabrics, as well as other delicate materials and objects.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 25 pounds.
- **Visual Requirements:** close vision sufficient to sew and read patterns and documents; ability to work at computer screens and do close-up fine manipulation work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time constraints.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

- Education: Possession of a Associate's degree from an accredited college or university, with major course work in art, costume or fashion design, or a closely related field. A bachelor's degree is highly desirable.
- Experience: Four years of full-scope theatrical costume design and construction that included design rendering, pattern making, cast fitting and accessorizing.

**Special Requirements:**

- None

*Class Adopted: 03/01/09*  
*Class Amended: 07/01/22*