

INSTRUCTIONAL ASSISTANT

Costuming & Makeup

DEFINITION

Under general supervision of assigned supervisor/manager, assists faculty by working with students individually or in groups in the improvement of academic knowledge and technical skill. Participates in the operation of laboratory courses as assigned; and performs technical duties as required corresponding to the production schedule of the Theatre Arts Department and does related work as required.

TYPICAL DUTIES

Constructs costumes for major productions and childrens' shows from costume designer's designs; cuts, drapes and creates patterns. In consultation with the area dean, may design and/or construct costumes for childrens' shows and major productions; orders supplies including pre-made costumes and fabrics necessary to run the costume shop and makeup classes; oversees rental of costumes, the costume shop, and the care and maintenance of the equipment. Attends rehearsals and production meetings for season's productions as necessary. May oversee students enrolled in various theater arts classes, including costuming, construction, stage makeup, and rehearsal/performance; assists faculty member or staff with laboratory or field research; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

One year of experience working in a theatre costume shop. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

Completion of an Associate's Degree or 60 semester units (90 quarter units) with 12 units in fashion courses or 27 units in theatre arts, including courses in costume construction, design, and makeup. NOTE: Additional qualifying experience may be substituted for the educational requirement on a year-for-year basis.

KNOWLEDGE OF

Knowledge of costume design and construction; stage makeup; drafting and/or adapting patterns from a costume design sketch; cutting and draping; and fabrics. Knowledge of safe work procedures. Knowledge of basic administrative and clerical procedures and systems. Knowledge of numbers, their operations and interrelationships, including arithmetic and its applications.

SKILLS IN

Skill in training others in how to complete tasks; using multiple approaches when learning or tutoring new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches. Skill in working with new material or information to grasp its implications; assessing how well one is doing when learning or doing something; knowing how to find and identify essential information; and reorganizing the information to get a better approach to problems or tasks. Skill in listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in identifying the nature of problems; generating a number of different approaches to problems; and observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts. Skill in managing one's own time and the time of others; communicating effectively with others orally and in writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; and working in a multi-lingual environment.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and time lines. The ability to maintain and secure all equipment in the costume shop; design, construct, procure and maintain costumes, which includes laundering, dry cleaning, and storing; and order fabrics and supplies. The ability to oversee and organize costume crews for productions; oversee students; and provide laboratory support for instruction in costuming and makeup. The ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Sewing machines, sergers, blind hem machines, irons, and computers.