JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Costumer

Job Code: 6670

Salary Grade: S06

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Responsible for all facets of the construction process for the creation of costumes. Performs fittings, alterations and refurbishment of existing costumes for the production season, including maintenance of pulled or rented clothing items.

- Performs construction, alteration, and refurbishment of costumes.
- Creates pattern work for construction of new garments. Interprets original design work and custom patterning based on the design.
- Fits and prepares alterations of garments.
- Cuts fabric based on created patterns for projects.
- Maintains costume stock.
- Runs wardrobe and supervises wardrobe crew for main-stage productions.
- Assists in costume craftwork. Performs finishing work using both hand and industrial machine stitching.
- Presses steams, and labels finished costumes.
- Assists undergraduate assistants and costume lab students. Assists in supervising stitching apprentices and volunteers on made-to-order garments and fitting alterations.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: 12 months of professional theatre experience in a costume shop.

Experience:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 60 months of related experience.

Required Certifications or Licenses:

- Valid Driver's License required to travel to fabric shops and pick up materials for costumes and/or props

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Able to communicate well and build rapport quickly with students, faculty, and staff
- Working knowledge of theatrical costuming practices and techniques
- Costume construction skills
- Proficiency and accuracy sewing with an industrial sewing machine, Serger, and blind hemmer
- Proficiency and accuracy in hand stitching
- General knowledge of patterning and cutting for period and modern garments
- Strong initiative to solve problems
- Able to complete work within deadlines
- Ability to accurately read and understand written materials and instructions

Working Conditions

Physical:
Must be able to stand for extended periods, lift up to 50 lbs., and be able to kneel and/or stoop for short periods. Ability to engage in repetitive motions.

Environmental:
Frequent exposure to pressure caused by deadlines and busy periods. Requires contact with students.

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