

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PART-TIME COSTUME SHOP ASSISTANT
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE C-3

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Provide critical support to the operation of the costume shop within the Visual and Performing Arts department. Key duties revolve around ensuring a seamless delivery of service to users of the costume shop in the Dassance Fine Arts Center.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Associate’s degree in theater-related field preferred.
2. Years of experience in field: Two or more years’ experience in costuming, technical theatre or customer service required.
3. Special skills or abilities related to position: Ability to plan, organize and take initiative. Excellent customer service skills and verbal and written communication skills. Skilled in sewing and costume fabrication and special events service areas with knowledge of working in an educational setting. Demonstrated understanding of OSHA and NFPA 10.

ESSENTIAL JOB FUNCTIONS:

1. Work closely with faculty to handle costume coordination and alterations for student productions.
2. Assist in sewing, pattern making, draping, fabric dyeing and shoe modification.
3. Assist in the coordination of costume shop operations.
4. Maintain costume shop inventory.
5. Supervise student costume crews while working in the shop/backstage.
6. Assist customers with the application process (complete forms; review required insurance, license etc., confirm set-up and technical requirements).
7. Work with students, faculty, staff, guest artists and other rental clients to insure successful event completion.

ESSENTIAL JOB FUNCTIONS (Continued):

8. Perform other duties as assigned

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Distinguish between colors
 - Ability to climb ladders and move moderately heavy equipment. Must have no physical restrictions.

ENVIRONMENTAL CONDITIONS

- Works in an office environment.
- Works in a backstage environment including elevations and confined spaces.
- Flexible schedule that will include nights and weekends as needed.
- Works inside with noise, darkness, electrical energy, uneven surfaces, in or with moving objects, ladders, scaffolding, heights and poor lighting.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

PRIMARY LOCATION OF JOB: Building 4 - Ocala Campus

SUPERVISOR OF POSITION: Coordinator of Visual and Performing Arts