Costume Cutter/Stitcher and Costume Shop Supervisor (Part-time)

Theatre Arts

approx. 15 - 20 hours/week over 25 weeks **
August 22, 2021 – November 20, 2021 AND January 10, 2022 – April 30, 2022

Position Summary: Execute the construction of costume designs for 3 mainstage shows in the theatre arts season, and costume shop supervision, oversight, and direction.

Qualifications:
Requires a college graduate or equivalent with 2-3 years costume experience; experience in sewing, cutting, draping, dyeing, and costume crafting; excellent organizational skills; ability to work collaboratively and individually with deadlines; ability to coordinate the many details of an active department season; passion for interaction with students and student-led projects; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations.

Responsibilities:
- Supervise the costume shop, including student worker hiring, set-up, stocking, and show and season laundering and re-stocking wraps.
- Collaborate with the costume designer on the execution of designs for builds and pulls of costumes for Fall production, Fall musical revue, and Spring production.
- Oversee student designs of Fringe Festival.
- Maintain shop, shop equipment, costume storage areas and related facilities.
- Supervise and delegate work and projects to costume assistant, work-study and volunteer employees in the costume shop.
- Hold 5+ hours per week of open shop time for student work and participation.
- Participate in dress rehearsals and other performance activities as needed.
- Demonstrate a commitment to artistic collaboration, professional conduct, and a positive and efficient work environment.
- Oversee costume shop access to support student design work for Spring Fringe Festival.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with faculty, students, and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping supervisors and others who may be affected informed about work progress; respecting the diversity of our community in words and deeds.
- Other duties as assigned.

Reports to: Theatre Arts Department Chair

** Due to the nature of production work and rhythm, working schedule and hours may vary significantly from week to week