

---

<b>Position:</b>	Theater Technician-Costumer	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	VAPA Department	<b>Salary Grade:</b>	19
<b>Reports to/Evaluated by:</b>	Technical Director	<b>Salary Schedule:</b>	Classified

---

**SUMMARY**

Provides technical and artistic assistance with costumes to theatre productions. Coordinates and maintains costumes in the CUSD costume shop for the staging of theatrical performances performed by CUSD in our Performance Arts Theaters.

**DISTINGUISHING CAREER FEATURES**

The Theater Technician is assigned to support performing arts productions and curriculum within the district. Advancement to this position requires demonstrated competency in the technical aspects of theatre production such as costume design/building, costume maintenance/repair, and costume organization.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Instructs students in the art of costume design/building, costume maintenance/repair, and costume organization. Monitors student work for safe work habits.
- Assists with overseeing student stage crew personnel in technical safety procedures regarding theater facilities, equipment, and staging.
- Provides technical assistance to theatre and stage productions. Assists with basic theater practices, techniques, and work standards.
- Ensures the cleanliness and organization of the costume shop and storage areas. Maintains continuous accessibility of the shop and storage areas to theater production staff and class.
- Will assist in pulling costume pieces for all high school shows based on a costume list provided by school site staff.
- Coordinates and arranges costumes in the costume shop, providing expertise in maintenance and repairs as needed for costumes.
- Documents various work activities including labor and expenses associated with the costume shop. Initiates orders, repairs, and receives and processes invoices for purchased items.
- Performs other duties as assigned that support the overall objective of the position.

**QUALIFICATIONS**

**Knowledge and Skills:** The position requires working knowledge of the principles, techniques, and methods of costuming various shows in theatre. Requires basic knowledge of the technical aspects of costume design/building, maintenance/repair, and organization. Understands costume theory and historical time periods. Must have a strong understanding of measurements and how different clothing styles are meant to be worn. Requires knowledge of safe work procedures. Requires ability to operate and supervise the operation of

costume shop machinery. Requires sufficient skill in the English language to prepare written instructions to student workers. Requires sufficient human relations skills to demonstrate and assign work and give instructions to students.

**Abilities:** Requires the ability to carry out the essential functions of the position. Requires the ability to blueprints and drawings of scenery and set construction. Requires the ability to perform carpentry duties such as rough and finish work and painting to achieve 3-dimensional effects. Requires the ability to safely use and instruct others in the use of a variety of power and hand tools. Requires the ability to observe, practice, and train others in safe work habits. Requires the ability to use rigging apparatus.

**Physical Abilities:** Requires sufficient hand- eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment. Requires speaking ability to project voice to a small group. Requires the ability to carry on ordinary conversations.

**Education and Experience:** The position typically requires the equivalent to a high school diploma and four years of experience in carpentry and general maintenance. Experience with set/scenery construction is preferred.

**Licenses and Certificates:** May require a valid driver's license.

**Working Conditions:** Work is performed indoors and outdoors where safety considerations exist from physical labor and exposure to tools, moving objects, and extreme heat, dust, and noise extremes.