Definition of Class
Incumbents in this position plan, coordinate, and monitor the daily activities associated with creation, fitting, and/or maintenance of garments within a university costume shop or program. Work is conducted in accordance with accepted and clearly established procedures.

Examples of Work Performed
Provides labor support in the patterning, proper fitting, draping, and tailoring of garments for each production.

- Evaluates the amount of time needed for each element of the costume construction process.
- Generates fitting schedules to make best use of resources within the costume shop.
- Generates calendars of expected completion for each garment in a given production.
- Assists with the evaluation of the safest method for completing the construction of garments.
- Assists with the determination of the most cost effective construction methods and purchasing plans.
- Assists with arranging for purchase of all materials. Plans use for available materials and labor.
- Tracks expenditures within the costume shop to ensure that they do not exceed the budget.
- Tracks all costumes used in rehearsals and departmental productions.
- Works with Assistant Chair of Production to schedule personnel for all dress rehearsals.
- Ensures all items used in productions are cleaned and restocked properly.
- Serves as the primary contact for the rental of garments for outside events.
- Oversees the inventory and financial system associated with the rental of departmental garment inventory.
- Ensures items that have been rented are returned within the proper time frame and in good condition.
- Ensures proper techniques are followed in the construction and fitting of garments. Oversees that safe working practices are being utilized in all areas of the costume shop and theatre.
- Assists with the training of students working in the costume shop.
- Ensures that proper maintenance is provided for all machines and equipment used in the costume shop. Assists with maintaining maintenance logs of all sewing machines and additional tools utilized in the costume shop.
- Takes notes on all elements that need further attention in the costume shop.
- Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Assists with the patterning and creation of garments for each production.
2. Assists with budgeting of labor and materials for the build of each production.
3. Assists with the creation of fitting schedules and the organizational structure for all costume elements of departmental productions.
4. Assists with the proper running of all dress rehearsals and departmental productions.
5. Assists with the facilitation of use of costume shop materials by entities outside of the department through the creation and supervision of a rental system.
6. Assists with the oversight of student workers in the costume shop, makes sure proper techniques are being followed, and those techniques are being performed safely.
7. Provide, or provide for, maintenance of departmental tools and equipment within the costume shop and onstage at departmental venues.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

   Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

   Vision: Requirements of this job include close vision.

   Speaking/Hearing: Ability to give and receive information through speaking and listening.

   Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

   Education: Graduation from a standard four-year high school or equivalent (GED).

   AND

   Experience: Four (4) years of experience related to the above described duties.

   Licensure: Incumbent may be required to have a valid driver’s license.

Background Check Requirements
This position requires a background check upon hire.
Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/02/2015

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