



**Position:** Costume Shop Assistant

**Department:** PVCC Arts

**Employment type:** Part-time, 20 hours or less

**Overview:** As a member of the PVCC Arts Department, the Costume Shop Assistant (CSA) supports theatre productions and helps the Technical Director and Assistant Technical Director for all performances as well as other staff members. Familiarity with theatre and costume preparations are essential to this position. The Costume Shop Assistant will need to be available for all productions during the semester.

**Work Schedule:**

**Job Duties and Required Competencies:**

#### ***Career & Self-Development***

- **Skills:** Proactive approach to personal and professional learning; awareness of strengths and areas for development.
- **Tasks:**
  - Discuss goals with supervisor for your future career objectives throughout the work experience.
  - Articulate your strengths and weaknesses to pursue a career in field.
  - Seek out learning opportunities and complete research as needed, specifically to understand other demographic groups and cultures represented in productions.
  - Have basic crafts and sewing skills.

#### ***Communication***

- **Skills:** Strong written and verbal communication skills; ability to provide clear and effective instructions.
- **Tasks:**
  - Identify and communicate potential issues prior to student utilizing facility or materials.

- Communicate with supervisor and students to address needs and meet expectations.
- Communicate with supervisor regarding additional supply needs, equipment issues, and occurrences of missing supplies and/or equipment.
- Meet weekly with supervisor to understand performance/costume needs.

### ***Critical Thinking***

- **Skills:** Ability to analyze and interpret information to make decisions and resolve issues.
- **Tasks:**
  - Assist with and create costumes for performances.
  - Perform costume alterations, labeling and maintenance.

### ***Equity & Inclusion***

- **Skills:** Inclusive and equitable engagement with diverse populations; advocacy for inclusion and equity.
- **Tasks:**
  - Work equitably with everyone. Be open to differing opinions and cultural norms from your own.

### ***Leadership***

- **Skills:** Creating an environment of working together as team.
- **Tasks:**
  - Maintain a professional attitude at all times when interacting with students and patrons.
  - Ensure student and patron safety.
  - Maintain orderly costume storage area to locate pieces efficiently and quickly to avoid costume malfunctions or lost costumes during performance changes.
  - Oversee costume usage and upkeep during performances.

### ***Professionalism***

- **Skills:** Effective work habits; acting in the interest of the larger community and workplace.
- **Tasks:**

- Demonstrate appropriate business conduct at all times.
- Complete projects in a timely manner.
- Uphold PVCC College policies and procedures.
- Arrive to event space in advance and stay after, to prepare work space and clean up afterwards.

### ***Teamwork***

- **Skills:** Collaborative work within a team; building and maintaining positive working relationships.
- **Tasks:**
  - Interact with students and patrons to share knowledge and resources to support learning.
  - Maintain order in work/event spaces at all times.
  - Work with costume designers for PVCC performances to organize and create costumes in a timely manner.

### ***Technology***

- **Skills:** Assist and support learning of tech skills and techniques of product.
- **Tasks:**
  - Track inventory for collection and borrowed pieces.
  - Laundry and clean apparel for performances.

### ***Additional Responsibilities:***

- Support costume designers and technicians as needed for specific projects or issues.
- Assist with other theatre-related tasks as assigned by the supervisor.

### ***Required Qualifications:***

- Familiarity with theatre costume preparations and maintenance.
- Basic skills in crafts and sewing.
- Ability to work flexible hours including evenings and weekends.

### ***Additional Considerations:***

- Availability for all productions during the semester.
- Ability to handle physical tasks and work in various environments related to costume preparation and performance.

**By fulfilling these responsibilities, you will contribute to the successful execution of theatre productions by ensuring costumes are well-prepared, maintained, and ready for all performances, thus enhancing the overall quality and professionalism of the shows.**

**For more information, please contact the Federal Work Study (FWS) Program Coordinator at [federalworkstudy@pvcc.edu](mailto:federalworkstudy@pvcc.edu)**