



## Costume Shop Technician POOL

Revised: Review: December 23, 2011

**(Job #11-92) Instructional Support Assistant I (ISA I) \$14.04-\$21.06/hour.** Appointments are typically made at the beginning of the salary range. This is an intermittent hourly, non-benefited, on-going, temporary position in the Department of Theatre, Film & Dance. The intent is to renew this position each year based on performance, departmental need and available funding.

**Position Summary:** Under the immediate supervision of the Theatre, Film and Dance (TFD) faculty and the Costume Shop Manager, the incumbents will assist the day-to-day operation of the TFD Department Costume Shop and provide instructional support assistance to the Department 's design faculty.

**Duties:** The incumbents will assist the Costume Shop Manager with maintaining a safe, respectful and high production value Costume Shop environment; assist staff manager in the organization, planning, maintenance and facilitation of the day-to-day activities of the Costume Shop; train and help students apply classroom teaching in the Costume Shop; prepare fabric (including washing, pressing and rolling), hand and machine sew muslin mock-ups and fabric costumes, complete alterations, and assist in fittings if requested by the show designer or shop manager; organize sewing supplies, prepare and maintain costume show rack and assist in shop clean-up when necessary; set up dressing rooms and attend technical rehearsals when needed; attend production meetings and collaborate with the shop manager and production costume designer as needed; and perform or oversee other duties for the benefit of the program as assigned by the staff shop manager.

**Minimum Qualifications: Education & Experience:** Equivalent to two years of college or one year experience related to working in a Costume Shop.

**Knowledge, Abilities & Specialized Skills:** Knowledge of theatre and theatrical costuming practices. Knowledge of and ability to implement best sewing practices. An advanced level of costume/clothing construction skills; ability to read, interpret and follow technical instructions. Thorough understanding of safe sewing shop and theatrical practices. Ability to work as part of a team in a collaborative environment. Good communication and people skills and enjoy working with students.

**Preferred Qualifications:** Bachelor of Arts from an accredited university.

**Application Procedure:** Applicants must submit a letter of interest, an HSU employment application, resume and contact information for at least three professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

**Application Deadline:** This position is open until filled. First review of application materials will be Friday, December 23, 2011.

**Human Resources**  
Siemens Hall - Room 211  
Arcata, CA 95521-8299  
(707) 826-3626  
Fax: (707) 826-3625  
[www.humboldt.edu/jobs](http://www.humboldt.edu/jobs)  
Email: [careers@humboldt.edu](mailto:careers@humboldt.edu)

*It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.*

Class Code: 1577

*Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. The successful candidate for a position at HSU is required to be fingerprinted through the Humboldt State University Police Department or their local law enforcement agency. The results of the fingerprint process must be received by the university prior to the candidate's appointment. The cost of the fingerprinting is borne by the university.*

Publication Date: December 9, 2011

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.