



JOB INFORMATION

<i>Job Code:</i>	169115
<i>Job Title:</i>	Costume Shop Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Costuming
<i>Job Family Group:</i>	Arts Production Support
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Manages and oversees the operation and maintenance of the costume shop and related facilities and equipment for the School of Theatre. Has responsibility for the implementation of all costume designs for the School of Theatre production. Provides advanced technical expertise to support faculty, staff and students in the Costume program. Supervises all assigned subordinate staff and student workers.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	Fine Arts

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
	X	Degree specialization in costume technology.
	X	Practical experience in all areas of costume and accessory design and construction, preferably in a university or professional theatre environment.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Supervises, oversees and coordinates the construction, alteration, purchase, and rental of costumes for School of Theatre productions. Determines need to create, build, buy, rent or use existing materials, equipment, inventory and/or supplies. Controls and monitors equipment and supply inventory. Approves supply order and negotiates with vendors.				
Consults with designers about materials and construction methods to meet the specific needs of the production. Purchases costumes or materials needed for the construction of costumes by reviewing all possible sources, examining material or costumes, and writing up preliminary orders to effect the purchase; and uses special sources for location of unusual fabrics and supplies.				
Directly supervises all assigned subordinate staff and student workers. Recruits, screens, hires and trains staff and student workers. Evaluates employees performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.				
Oversees activities of all assigned staff and students. Schedules work assignments. Directs work performance and provides guidance as needed. Resolves problems referred by staff and student workers.				
Directs designers and staff in the use of facilities, stock and other materials. Supervises operation and maintenance of Costume program facilities. Organizes costumes in storage area for easy identification and location. Schedules facilities and maintenance of equipment.				
Develops and implements policies and procedures. Provides policy interpretation and technical consultation as required. Approves exceptions, as appropriate. Stays current in University and/or regulatory policy changes and ensures staff is informed of changes and updates.				
Plans and administers the budget. Monitors expenses for materials, supplies, repairs and maintenance. Reconciles budget activity. Prepares budget reports.				
Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. Represents University and/or unit, as assigned or appropriate.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.