

JOB DESCRIPTION

Job Title: Theatre Company Costume Designer (9979)

Job Summary:

Under general supervision and direction of the Theatre Company Director and/or designee(s), collaborate with Stage & Space Collaborative (SSC) leadership and staff on the design and construction of costumes for theatre productions and various Planetarium and Tulare County Office of Education events. This position will also be responsible for the maintenance and repair of existing costumes and managing costume rentals, as needed.

Essential Duties:

- Draw, design, and make costumes for Theatre Company mainstage and OnStage productions.
- Maintain and repair costumes for all productions, as needed.
- Attend production meetings and provide feedback related to costume design.
- Organize and maintain costume and accessory stock and inventory.
- Coordinate costume rentals with other schools and theatre companies from throughout the county.
- Repair costumes from stock and rental returns, as needed.
- Design, develop, and prepare costumes for Planetarium events.
- Design and coordinate costumes for various Tulare County Office of Education events throughout the school year including, but not limited to, Slick Rock, Convocation, Support Staff Conference, and holiday celebrations.
- Maintain inventory of supplies needed for costume design and repair; submit requests for replacement supplies, as needed.
- Travel to various locations throughout Tulare County for work-related duties.
- Perform other related duties, as assigned.

Skills, Knowledge and/or Abilities:

Skills to:

- design and develop costumes for a variety of theatre productions and events;
- evaluate repairs needed for costumes and make necessary repairs;
- coordinate volunteers and staff to assist in costume design, as needed;
- collaborate with production staff and leadership in planning costumes and production;
- provide feedback on costume design during production meetings and planning sessions.

Knowledge of:

- costume design;
- sewing and costume production;
- basic theatre terms and concepts;
- production timelines and procedures;
- copyright regulations for theatre and costume productions;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- read/interpret/apply rules, regulations, policies;
- understand and carry out oral and written instructions;
- meet schedules and deadlines;
- collaborate and work with community representatives and various stakeholders;
- work flexible hours including frequent evenings and/or weekends;
- travel throughout the county using own vehicle;
- regularly attend trainings for professional development.

Responsibilities include: This role involves the design, construction, and maintenance of costumes for theatre productions and various events. Frequent communication and teamwork with staff and production teams are essential to ensure the success of each production. The position requires frequent use of hands for tasks such as costume construction, repairs, and alterations. Occasional bending, kneeling, crouching, and climbing may be needed to manage costumes and supplies. The role also involves sitting, walking, and standing, with moderate physical exertion for lifting,

carrying, pushing, or pulling costume items. The position is primarily indoors in a climate-controlled setting, although there may be occasional proximity to the stage or backstage areas during events or rehearsals.

Education Required:

- High school diploma or equivalent.

Experience Required:

- Two (2) years of paid or volunteer experience in costume design.
- Two (2) years of paid experience working in the performing arts industry.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

FLSA Status: Non-Exempt

March 2025

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.