PART-TIME HOURLY POSITION
ANNOUNCES AN OPENING IN ACADEMIC AFFAIRS
HUMANITIES DIVISION / THEATRE DEPARTMENT

POSITION: TECHNICAL ASSISTANT, THEATRE DEPARTMENT (COSTUME) (PART-TIME)

DESCRIPTION OF DUTIES: Perform a variety of duties within Rose State College’s Theatre Costume Shop including, but not limited to: sewing, altering and repairing costumes. Design costumes for RSC Theatre productions. Assist with the coordination of costume needs for Theatre Department and Music Theatre Department productions. Consult with directors regarding production requirements and design needs. Assist with the coordination, construction, purchasing and modification of costumes. Collaborate with Theatre Production/Stagecraft students and assist with the supervision of student crews. Organize work areas and production settings. Attend dress rehearsals and "strike" calls as required by Director. Perform routine and special maintenance of costumes. Inventory and database production costumes. Maintain costume storage areas. Assist with the coordination of Theatre Department costume rentals. Perform other related duties as assigned. Regular attendance is an essential function of this position. This is a part-time hourly position up to 20 hours per week. The hours are variable and may require some evenings and weekends.

MINIMUM QUALIFICATIONS: Two (2) years experience designing and costuming theatre productions. Proficiency with sewing. Demonstrated understanding of costuming and effective interpretation of director’s vision. Proficiency with computers. Ability to multi-task and organize numerous projects. Excellent communication, interpersonal and organizational skills. Experience assisting and working with student crews is preferred. Moderate lifting up to 25 lbs and moderate carrying up to 25 lbs. Sufficient manual dexterity for sewing. Ability to reach above shoulder. Periods of time spent sitting, standing, walking, kneeling, bending and stooping.

SALARY: $8.05 per hour (up to 20 hours per week)

APPLICATION DEADLINE: UNTIL FILLED

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required.

All finalists may be subject to a background check and/or drug test.

Must be eligible to work in the United States
An Equal Opportunity Employer

In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.

http://www.rose.edu/job-listings

6420 SE 15th STREET ~ MIDWEST CITY, OK ~ 73110-2799

(POSTED ON JUNE 18, 2015)