**Title:** Associate Costume Designer  
**Pay Scale Group:** 14-1

**Essential Function**

Under general supervision from a designated administrator, assist the Resident Costume Designer (RCD) with the design and creation of costumes.

**Characteristic Duties**

Supervise and tech students working in costume labs/classrooms. Assist RCD in overseeing classroom projects for costume students;

Supervise crew and staff in the creation of costumes. Ensure that the RCD's instructions are followed and that deadlines are met;

Organize and implement costume construction schedules;

Translate designer's ideas into practical costume construction designs and assist RCD with developing costume designs for productions;

Assist with costume stock upkeep, equipment maintenance, costume rentals, and purchasing goods;

Assist with budget preparation;

Provide direct supervision to non-exempt staff students and temporaries;

Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Degree must be in Fine Arts, Theater or a related field. Experience must also at least one year supervision.