

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Production Assistant-Costume	<b>Job Code:</b>	97001
<b>Job Function:</b>	Staff	<b>Grade:</b>	01
<b>Job Family:</b>	Bargaining Unit	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	7000 Student Services Division	<b>Date:</b>	7/12

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**Job Summary:**

Perform basic sewing duties and clothing construction procedures to complete costume projects for the Department of Dance, Theatre and Arts Administration.

**Essential Functions:**

25% Perform basic sewing techniques and evaluate project instructions to properly construct costumes for the department.

25% Complete costume and sewing projects in a timely manner to meet department deadlines.

25% Consult with the costume designer or department supervisor to report various problems and assist in providing resolutions.

25% Construct masks, puppets and other accessories for various productions as directed by the costume designer.

**Education:**

Requires a high school diploma. BA in Home Economics or Clothing Textiles preferred.

**Licenses/Certifications:**

None.

**Experience:**

Requires a minimum of 1 year experience in the performance of basic sewing duties and costume or clothing construction.

Incumbent should possess measurement abilities as well as knowledge of numerous sewing techniques. Millinery and accessory design skills preferred.

**Leadership:**

No authority or responsibility for the supervision of others.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**Working Conditions:**

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.