

The University of Akron
Classification Specification

Job Title:	Mgr Costume Design	Job Code:	48661
Job Function:	Staff	Grade:	119
Job Family:	Classified	FLSA:	Exempt
SOC Description:	8000 Academic Services Division	Date:	1/04;1/03;7/99

Job Summary:

Manage and supervise the costume design operations. Maintain budgets for materials used by University staff, vendors, and labor crews. Attend production meetings and dress rehearsals.

Essential Functions:

50% Manage the designing and construction of costumes, masks, puppets, etc. for theatre, dance, and opera productions. Attend production meetings with choreographers and directors to produce design concepts. Design costumes and conducts research for the specific time periods displayed in productions. Train employees on costume design techniques. Coordinate the cleaning and storage of costumes.

25% Develop and maintains budgets, equipment and organizes labor pools. Create annual production calendar and various departmental reports. Purchase materials and equipment for the costume production shop.

10% Work with faculty and Instructors to facilitate classroom hands-on experiential assignments. Supervise independent studies for students interested in Costume Design or Technology. Collaborates with students. Prepare and attend dress rehearsals. Acts as a guest lecturer.

10% Teach courses as assigned.

5% Manage the Costume Rental Program. Develop and maintain rental policies and records. Market the rental program to the area community. Supervise assigned staff to the rental program.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 6 years experience in costume and theatrical costume design. Previous administrative responsibilities including supervising employees/students, maintaining budgets, and coordinating projects required. Ability to design and construct costumes while managing all necessary materials required.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

Physical Requirements:

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

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.