Job Description: Costume Shop/Drama 211 Assistant

JOB TITLE: Costume Graduate Staff Assistant
DEPARTMENT: University of Washington Drama

Job Description:

Purpose and scope:

The Costume Shop GSA student(s) is (are) responsible for assisting the designer and costume shop staff in the completion of the School of Drama productions and shop activities.

Responsibilities:

- Assists in all aspects of costume production.
- Sews, either by machine or hand, the costumes assigned.
- Manages time effectively on each sewing project.
- Communicates with other team members concerning problems and their possible solutions.
- Interpret and implement costume crafts projects including hats, jewelry, footwear, armor, foam structures, puppets, masks, belts, fans, and purses.
- Plans and executes the dyeing and painting of fabric.
- Purchase materials either locally or otherwise for productions.
- Borrow and / or return borrowed items from other theaters.
- Assist in maintaining costume stockrooms and rental / loan program.
- Maintain wig / hair for productions.
- Assists in cleaning the workroom and machines.
- Attend weekly shop meetings.
- Performs duties as assigned.

JOB TITLE: Costume 211 / Wardrobe crew supervisor

Drama 211 Lab

This job should manage 6 hours per week.

- Works with the instructor from an assigned syllabus to prepare and teach the Drama 211 Lab classes.
- Clean up and restocks after each lab class.
- Assists in providing grading information and evaluation of student work.
- Maintains and verifies an attendance log.
- Makes recommendations to the instruction as to discipline actions.
- Performs duties as assigned.
Drama 290-1-2 Wardrobe Crew Supervisor

This job should manage up to 114 hours of Wardrobe and dress rehearsal prep for each production. During this time the ASE should:

- Prepare printed training materials and calendars.
- Assist in costume load in
- Create a costume change and dress plot.
- Coordinate the maintenance of costumes during the performance period
- Read the script or attends a final run through.
- Verify items and labels for each piece on the rack with the Crew Head
- Polish shoes
- Set up the sewing repair kit
- Pull extra clothing items as needed
- Assist with load over and back of costumes
- Organize the pull items and check in
- Schedule the laundry and maintenance schedule
- Supervise the Run Crew and Crew Head
- Facilitate quick changes and all costume changes

This job should manage 6 hours per production for strike and restock. During this time the ASE should:

- Organize and move the costumes to be returned to the shop
- Do the laundry and hand wash items with the strike assistance
- Check all pockets of items to be dry cleaned
- Put the dry clean items in a plastic bag and label. Complete an inventory of items
- Spray and restock shoes
- Restock accessories
- Clean the wigs, brush, and braid after dry
- Restock dry cleaned items when returned.

Costume Shop ASEs

<table>
<thead>
<tr>
<th>Assigned course, lab, or research project (if applicable)</th>
<th>Costume Shop GSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty member or supervisor to whom the ASE will report</td>
<td>Josie Gardner, costume shop manager</td>
</tr>
<tr>
<td></td>
<td>(206) 543-5246, <a href="mailto:jogard@uw.edu">jogard@uw.edu</a></td>
</tr>
</tbody>
</table>
Approximately mid-quarter you will be evaluated by your supervisor on:

- Completes tasks in a timely manner
- Attendance/punctuality
- Willingness to take on "ad hoc" duties
- Initiative
- Attitude
- Attention to detail
- Organization
- Communication with supervisor
- Overall focus on projects

You will receive a copy of this evaluation. Re-appointment is dependent on satisfactory job performance.

<table>
<thead>
<tr>
<th>Workload</th>
<th>A total of 220 hours for the quarter.</th>
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<tbody>
<tr>
<td>The maximum number of students for which the ASE will be responsible</td>
<td>As arranged with supervisor</td>
</tr>
<tr>
<td>Office hours (if applicable)</td>
<td>NA</td>
</tr>
<tr>
<td>Training programs (if applicable)</td>
<td>NA</td>
</tr>
<tr>
<td>Work location</td>
<td>Drama Costume Shop, 135 Hutchinson Hall, UW Campus</td>
</tr>
</tbody>
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University of Washington  
101 Hutchinson Hall, Box 353950  
Seattle, WA 98195-3950  

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Email: uwdrama@uw.edu  

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