



PACIFIC CONSERVATORY THEATRE

Job Description

Position: Costume Crafts Supervisor

Department: Production

Reports to: Costume Shop Manager

The Crafts Supervisor (a full-time exempt position) fills multiple roles in the costume shop. The incumbent will serve as an area supervisor and artisan in the costume crafts and wigs area. They may also serve as the Costume Designer for assigned productions per year and serve as Costume Supervisor for remounted productions when needed. They assist in the direct supervision of over-hire staff, interns, and other Conservatory students. They support the accomplishment of the overall purposes, maintenance and oversight of the costume shop.

As Crafts Supervisor this position will be responsible for the creation and modification, or supervision of, all accessories and special costume projects on assigned productions. This may include drafting patterns, cutting, construction, fitting, fabric modification, shoe maintenance and modification, and finishing projects.

As a Designer, the incumbent will be responsible for collaborating with directors and other designers on the artistic development of assigned productions. Creates original designs for all costumes for assigned productions – originally rendered garments, purchased garments, rented garments – wigs, facial hair and anything worn by the actor. The Designer is responsible for producing research, creating renderings and swatches, and collaborating with the Costume Director/Designer to accomplish the design within given resources.

At PCPA we believe that diversity makes us stronger, enriches our art, and is a source of joy. We believe that our understanding of the principles of Equity, Diversity, and Inclusion must continually grow and be actively practiced in our behavior and relationships. We will maintain a safe and welcoming working environment, free from any aggressions, and will interrupt behaviors that hinder our efforts to create an equitable, diverse and inclusive environment. We will make space for open communication that enhances relationships with all staff and community members, particularly those belonging to historically marginalized groups. PCPA is committed to anti-racism and prohibits discrimination against anyone based on factors including, but not limited to: race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability (physical or mental), or socioeconomic standing. We commit to serving our community by inspiring our current audience, cultivating our future audience, and preparing the next generation of theatre professionals.

Examples of Duties:

- Interprets and implements costume craft projects from a two-dimensional drawing into a three-dimensional product. These items may include but are not limited to: hats, jewelry, footwear, armor, foam structures, mechanical costume pieces, masks, belts, fans, and purses.
- Drafts, sculpts, and drapes a wide variety of materials into prototypes and finally real accessories and costume properties.
- Styles and maintains wigs.
- Maintains, and alters footwear needed for productions.

- Modifies fabric through various methods of dyeing and distressing.
- Oversees budget, inventory, supplies, and all work in the Craft/Wig area.
- Supervises students and interns in the areas of craft construction, wigs, and other areas of the costume shop designated by the Costume Shop Manager.
- Supervises Conservatory students and interns in the Costume lab classes.
- Attends all costume shop, production, management, and other staff/company meetings.
- May serve as Costume Designer on assigned productions.
- Attends specified rehearsals, run-throughs, dress rehearsals, and preview performances to take necessary costuming notes.
- As a Designer, supervises and attends fittings of constructed or pulled garments when assigned.
- Promotes a commitment to anti-racism, Equity, Diversity, and Inclusion in all areas of PCPA.
- Attends required EDI, sexual harassment, anti-bias, anti-racist, and other Human Resource trainings and workshops.
- Works in a manner consistent with understanding and demonstrating inclusive behaviors; maintaining a safe and welcoming working environment, free from any aggressions; interrupting behaviors that hinder PCPA's equity, diversity and inclusion efforts.
- Understands and follows all standard OSHA, PCPA, and college safety regulations.
- Serves as Part-Time Faculty in Technical Training Program though Allan Hancock College.
- Assists in other costume shop areas as needed.
- This description reflects examples of essential functions. It does not proscribe or restrict the tasks that may be assigned. Performs other related work as required.

Qualifications:

- Working knowledge of all aspects of the theatre process.
- Thorough understanding of the costume design and construction process and other related aspects of the overall theatre production process; some experience in Computer Assisted Design.
- Knowledge of textiles and costume history.
- Flexibility to move intellectually and artistically from one area, discipline, genre, production value to another.
- Must have extensive skills in at least one of the following areas:
 - Wig construction, styling, and maintenance.
 - Crafts area, such as dyeing/painting, millinery, masks, etc.
- Excellent communication skills – written, oral, visual.
- Strong organizational, budgeting, and time management skills.
- Ability to work productively under time pressures and meet deadlines.
- Demonstrates experience evidencing commitment to anti-racism, equity, diversity, and inclusion.
- Demonstrates a special sensitivity and ability to work effectively with diverse company and community members - with respect to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability (physical or mental), or socioeconomic standing.
- Master's Degree preferred or; Bachelor's Degree required with 4-5 years of professional experience in a similar position. Must meet the minimum qualifications for, and successfully achieve, certification as a California community college part-time instructor at Allan Hancock College.

Other Requirements:

- Possess and/or be able to acquire a valid California license to drive.
- If one does not possess a vehicle, find reliable, alternative modes of transportation.

Work Conditions:

- Ability to work long hours and work with a flexible schedule.
- May have to work at heights, around moving machinery, and with exposure to noise, vibration, and dust.
- Must be willing to travel and work at various sites.
- Must be willing to work outdoors in all weather conditions while using the appropriate safety procedures.
- Ability to work safely in an environment containing potentially hazardous electrical equipment, gas fumes, and/or materials.

Physical Demands:

Must be able to move up to 50 pounds. Must be able to perform physical activities such as, but not limited to, moving, bending, ascending/descending, remaining in a stationary position, and/or traversing for extended periods at a time.

