



# OTTERBEIN UNIVERSITY

## Job Posting

**Job Title:** Costume Shop Manager  
**Job Class:** Administrative  
**Department:** Theatre & Dance  
**Reports to:** Faculty Costume Designer and Department Chair  
**FLSA status:** Exempt/Temporary/May 1, 2019 to July 21, 2019, 8 hrs per day, with some extended hours during tech if needed.  
**Compensation:** \$7,000 stipend

**To Apply:** Please email an [Otterbein Employment Application](#), resume and cover letter to [hr.jobs@otterbein.edu](mailto:hr.jobs@otterbein.edu) addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

**For an Otterbein Employment Application or more information:** Please visit <http://www.otterbein.edu/public/About/Careers.aspx>.

Otterbein Summer Theatre, one of Central Ohio's longest running summer stock companies, is committed to producing big-spirited shows with freshly minted imagination. The 2018 season: *Smoke On The Mountain*, *Master Harold and the Boys*, *Guys and Dolls*.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- manage day to day activities in the costume shop,
- drape patterns,
- sew on all three productions
- attend weekend calls and production meetings as needed
- attend all fittings
- assist designers on the three shows, travel to make area purchases.

**SUPERVISORY RESPONSIBILITIES:** one student stitcher and one student in wardrobe

**QUALIFICATIONS:** strong organizational and personnel management skills; solid costume construction background of flat patterning techniques, period patterning and construction techniques, cutting and draping, fitting, hand and machine stitching; ability to supervise student assistants; clear communication and a positive, professional decorum with all personnel; experience shop managing helpful, but not required.

**CERTIFICATES, LICENSES, REGISTRATIONS:** N/A

**LANGUAGE SKILLS:** Must demonstrate competency in verbal and written English skills including grammar.

**MATHEMATICAL SKILLS:** Must be competent in general math.

**TECHNICAL SKILLS:** Must take pride in and be thorough in quality of work produced. Skilled in all aspects of costume technology, including contemporary theatre industry standard approaches to sewing, cutting, draping, patterning, etc.

**REASONING ABILITY:** Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies. Must be able to solve routine and non-routine problems; must be able to creatively solve problems.

**PHYSICAL DEMANDS:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Excellent hand/eye coordination and fine and large motor skills. Ability to distinguish colors. Able to meet regular and predictable attendance standards plus needs of the production. Hours may be unpredictable depending on the needs of the production and the cast involved. Evening and weekend hours required. Position requires standing for long periods, lifting up to 40 lbs, using stairs and ladders, getting up and down from the floor, etc.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

**Otterbein University is an Equal Opportunity Educator and Employer.**

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald  
Director of Human Resources and Legal Affairs  
Title IX Coordinator  
614.823.1130