



# OTTERBEIN UNIVERSITY

## Job Posting

**Job Title:** Costume Technology Instructor /Costume Shop Manager

**Job Class:** Administrative

**Department:** Theatre & Dance

**Reports to:** Faculty Costume Designer and Department Chair

**FLSA status:** Exempt/full-time

**Start Date:** Approximately August 1, 2020

**Salary Range:** \$32,900 - \$43,300

Otterbein University Theatre & Dance seeks a talented and highly organized costume technology instructor to join a team of vibrant and collaborative theatre artists. To learn more about our Theatre and Dance program programs, please visit <https://www.otterbein.edu/theatre-dance/>

**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.

Note that the position will be open until filled, but candidates who apply before February 3, 2020 will have the best opportunity for consideration.

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

**BENEFITS** at Otterbein include: tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan

**ABOUT OTTERBEIN UNIVERSITY:** Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,495 undergraduate students in more than 70 majors and 393 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 9 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

**SUMMARY:** Otterbein is a NAST-accredited professional training program with 110 majors (averaging 30 BFAs in Design/Technology, 25 BFAs in Acting, 30 BFAs in Musical Theatre, and 25 BAs in Theatre.) The costume shop supports two musicals, two plays, and a dance concert in the academic year and three productions in the summer, using two theatres, a 1047-seat proscenium and a 240-seat arena/thrust, and plays to 25,000 people annually. The Department provides select undergraduate students with the training, education and experiences necessary for the successful pursuit of careers in the American professional theatre. The Costume Technology Instructor/Shop Manager trains students through classroom instruction and in production work in costume technology and wardrobe. BFA and BA students work as Wardrobe/Dressers, Stitchers, First Hands, Cutter/Drapers, etc.

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

- Oversee the timely completion and maintenance of all costumes for eight productions per calendar year. This task includes training, supervising, and mentoring technicians and wardrobe crews.
- Coordinate with the faculty costume designer to organize the production workload to create a positive learning experience for students, while still maintaining a high level of production quality.
- Collaborate with Design/Technology faculty/staff in the selection of qualified and interested students for all costume production assignments including wardrobe master, junior draper, first hand, stitcher, etc.
- Teach courses in Costume Technology as assigned – typically one course per semester.
- Teach basic sewing skills, train and mentor student crew members assigned to the Costume Shop for Practicum and Work Study, including first year students with no previous sewing experience through more experienced upperclassmen.
- Assist and collaborate with faculty, guest, and student designers (under the mentorship of Faculty Costume Designer) in coordinating costume needs for each show.
- Collaborate with faculty and staff in selecting a season of departmental productions that is both manageable for the costume department and which provides proper opportunities and challenges for our students.
- Serve as Cutter/Draper on all shows.
- Organize, schedule, manage, and attend fittings, dress rehearsals, and strikes.
- Manage shop supplies and equipment.
- Maintain and organize in-house costume stock.
- Coordinate costume loans for internal classroom and student productions when time permits.
- Coordinate costume rentals for external (community and high school) productions if and when time and personnel permit.

**SUPERVISORY RESPONSIBILITIES:**

- Determine personnel needs and secure and supervise over-hire staff and work/study students.
- Supervise, teach, and mentor students in their assigned costume-related roles, such as Stitchers, First Hands, Cutter/Drapers, Wardrobe Masters, etc.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Required: BFA in Theatre/Costume Technology or equivalent training plus experience in professional theatre; Preferred: MFA in Theatre/Costume Technology. Required: A strong technical resume and portfolio demonstrating thorough knowledge of theatrical industry standard methods for creating costumes, sketch interpretation, draping and patterning, etc. Preferred: Demonstrated experience in teaching costume technology at the collegiate level, experience in costume shop management. Desired: Experience in dance costuming or hair/wigs.

**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, fitting, maintenance, 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 during dress rehearsals and strikes and as needed to meet the production deadlines. 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