

UNIVERSITY OF DALLAS

Job Number: 13212UD

Costume Designer/Costume Shop Manager

Date Posted: February 7, 2023

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions, and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking a Costume Designer/Costume Shop Manager responsible for the design and implementation of University Theater productions as related to costumes. The main duties of the position include design, fabrication, scheduling, budgeting and purchasing for two major University Theater productions a year, support of student directed productions and teaching.

PRIMARY RESPONSIBILITIES

- Design or oversee the costume design and implementation of all University Theater.
- Budget and purchase all costume materials for University Theater productions.
- Oversee and trains a staff of students/professional over-hire for the University Theater Costume Shop.
- May teach Stage Craft, Production, Stage Design as needed.
- Contribute to a comprehensive learning experience for students hired as staff for the Costume Shop by scheduling students' costume shop hours; instructing student staff in the technical aspects of costume construction and the proper and safe use of associated machinery; supervising students while they are constructing costumes and correcting deficiencies; evaluating the students' work.
- Ensure that sufficient quantities and types of materials are on-hand for use in the costume shop by maintaining an inventory of supplies and materials required for daily operations and ordering replacement items as necessary.
- Facilitate the production/fabrication of costumes for departmental theatre presentations by draping/patterning Costumes from costume renderings, sketches, and verbal instructions; supervising others and/or performing patterning, construction, fabrication, and fitting of costumes for departmental productions; making alterations generated from fittings and dress rehearsals; directing/assisting all Costume crafts including necessary costume painting, dying, and distressing.

UNIVERSITY OF DALLAS

- Assist in the maintenance of the costume stock by organizing and restocking costumes, measuring costumes, removing unusable costumes from the collection, cleaning costumes, and supervising students pulling costumes for productions.
- Ensure that costumes maintain their appearance and are appropriately cleaned by supervising costume maintenance during and after productions on and off campus.
- Promote preventive maintenance as a strategy in maintaining costume shop tools and machinery by performing and/or directing others to perform the routine maintenance and cleaning of all tools and equipment in the costume shop.
- Contribute to the overall success of the Drama Department by performing other essential duties and responsibilities as assigned.

MINIMUM REQUIREMENTS

- MA or MFA (or equivalent experience) required.
- Previous supervisor experience.
- Ability to operate a sewing machine, teach sewing skills, and the ability to sew and pattern from a sketch are required.
- A demonstrated knowledge of clothing construction and Costume History are required.

PREFERRED QUALIFICATIONS

- Knowledge of the technology and tools used for extending Banner 9 Administrative Applications is a plus.
- Knowledge of the Banner 9 application extension methodology and process is desirable.

ADDITIONAL INFORMATION

- Supervise Student Workers and Over-hire Professionals.

APPLICATION

Review of applications will begin on February 8, 2023, and will continue until the position is filled.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life, and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff, and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.