Position Announcement

Western Connecticut State University
Theatre Arts
Costume Shop Supervisor - University Assistant
Part Time – 19 hours per week

Western Connecticut State University’s Department of Theatre Arts is accepting applications for a part-time Costume Shop Supervisor - University Assistant. This is a part-time 19 hours per week/10-month position.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. WCSU is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

Primary responsibilities are to supervise and guide students in construction and alterations for departmental productions, to organize and maintain the shop and storage facilities and to supervise running crews including maintenance of costumes. Will share duties with other staff members which includes show specific designers and a costume shop manager.

This position reports to the Costume Shop Manager who in turn reports to the Dept. Chair and assists the Production Designers in building and alterations of garments. Costume shop hours and costume crew calls are run by the Costume Shop Supervisor at flexible times Monday through Friday; availability for weekend and evening hours are required. The Costume Shop Supervisor will attend weekly production meetings and technical/dress rehearsals. Additional information on the department may be found at www.wcsu.edu/theatrearts.

Minimum Qualifications: A BFA or BA in costume technology or professional equivalent. Two (2) years of professional experience preferred. Candidates must be self-motivated, reliable, with professional backstage demeanor. Evidence of leadership, interpersonal and time-management skills is required. Must have knowledge of basic costume construction including hand and machine sewing techniques and equipment use, fabric care, cleaning methods, patterning. Additional skills in patterning and draping are preferred; basic wig styling and make up are a plus.

As WCSU is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

Salary & Benefits: $25.00 per hour. Additional consideration given commensurate with candidate’s experience. This is an in-person assignment and will not work remotely. Exact work schedule to be determined at time of hire. Please note there are no paid benefits for this position. Information on benefits may be found on the Human Resources website: http://wcsu.edu/hr/benefits/ All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful
passing of a background check. WSCU is committed to providing a safe campus community. Background investigations include reference checks and criminal history record checks.

**Application Process:** Prospective candidates must apply via email by submitting a cover letter, which includes the contact information for (3) current professional references and a resume and a resume to: Ms. Peggy Boyle - email: hrpositions@wcsu.edu. In email subject line of reference: Your Last Name – Theatre Arts – Costume Shop UA. Review of applications begins immediately and will continue until the position has been filled.