

Lead Costume Shop Technician (6335C) 78998
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259660>

Downloaded On: Sep. 12, 2025 4:09am

Posted Jul. 11, 2025, set to expire Oct. 31, 2025

Job Title Lead Costume Shop Technician (6335C) 78998
Department Theater, Dance, and Performance Studies
Institution University of California, Berkeley
Berkeley, California

Date Posted Jul. 11, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Arts/Museum/Theater

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Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Department of Theater, Dance, and Performance Studies (TDPS) is located within the Division of Arts and Humanities in the College of Letters and Science. The faculty, staff, and students in TDPS - and in the allied Graduate Group in Performance Studies - pursue a wide spectrum of research and production activities. We see performance as an interdisciplinary form, exploring verbal, visual, spatial, and embodied registers of experience. We see performance as a transnational cultural form, exploring the politics and poetics of social life in all parts of the world. We see performance as a public forum for contemporary ideas, allowing us to test and debate the central concerns of our time in a space that is at once critical, emotional, and collective.

Position Overview

Under the general supervision of the Costume Director, the Lead Costume Shop Technician will plan and supervise the technical aspects of simultaneous productions as related to costumes, costume properties, and hair/wigs/make-up. Fabricate costumes for all Department productions with the support of one part time Costume Curator/Wardrobe Supervisor and 4-5 work study students. Coordinate, supervise, and assign tasks to student technicians during build process and technical rehearsals/production process, and perform other related duties.

In collaboration with the Costume Director, the position is responsible for training and supervising students completing Costume Labs for THEATER 168 (Shop Lab Practice), THEATER 169 (Advanced Shop Lab Practice) and THEATER 167 (Technical Theater: Run Crew). The Lead Costume Shop Technician collaborates with the Costume Director to organize, inventory and maintain notions and shop materials to be prepared for all productions; assists with the maintenance of equipment in costume shops and related facilities.

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Application Review Date

The First Review Date for this job is June 30, 2025

Responsibilities

Fabrication:

- In collaboration with and under the supervision of the Costume Director, determine construction techniques and methods for all Department produced or sponsored productions.
- Interpretation, construction, execution and installation of costumes and costume properties (shoes/boots, masks, hats, crowns, armor, and hair/wigs/makeup) from designs and design specifications provided by costume designers within allocated budgets.
- Purchase materials and create patterns; create prototypes as needed of designs for costumes and costume properties; fit, cut, and finish garments from patterns working from designs, sketches, or specified research.
- Pattern and construct from such materials as cloth, metal, plastic, leather, fiberglass, etc. Strive to ensure that work is of the highest professional standards. Research new materials and techniques to fulfill designers' concepts.
- Consult with and advise supervisor, colleagues, designers, and directors as to variation choices in design concepts. May design new techniques to promote efficient working of costumes on stage or in shop. Consult with and recommend changes in design to designers and directors in the interest of efficiency or economy of construction and handling and price requirements for costumes, costume properties, and hair/wigs/make-up all of which are critical aspects of the position.
- Advice on problems associated with costume changes or other aspects of running a production.

Shop and Equipment Upkeep:

- Responsible for daily maintenance and cleanliness of the costume shop and related facilities, including but not limited to, costume storage facilities, dye room, and dressing rooms.
- Participate in daily clean up.
- Ensure the orderly storage and safe condition of all equipment, materials, and supplies;
- Coordinate all tool and equipment maintenance, including yearly machine inspection, maintenance, servicing, and repairs, and scissor/blade sharpening. Recommend expenditures for equipment. Maintain inventory of machine needles, lubricants, etc.
- Maintain, as directed, inventory of expendable supplies including thread, notions, hardware, fasteners, and adhesives.

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- Advise on planning of major alterations of existing facilities or development of new facilities.

Delegated Supervision:

- Leads temporary work-study or overhire employees and ensure that all employees meet all safety requirements.
- Lead and instruct (and train and lead subordinate staff) in the work of approximately 4-5 work study and 16 registered students per semester assigned to work in the costume shops theater facilities for laboratory courses including but not limited to THR 168 (Shop Practice:Costume Lab), THR 169 (Advanced Shop Practice) and THR 167 (Technical Theater: Run Crew).
- Instruct and train in construction and fabrication of costumes from designs and renderings to ensure accuracy, including machine, equipment, and tool use, standard construction techniques, basic treatments, and safe working practices.
- In collaboration with Costume Shop Director, evaluate student performance for grading purposes.
- Assist with mentorship of student designers which typically includes 4-8 students per semester in THR 179 (Applied Theatrical Design). Teach students how to use costume stock and how to collaborate with a costume shop to fulfill their designs.

Costume Collection Management:

- Assist with management of the costume collection: database, cataloguing, storage and disposal of all costumes and costume properties.
- Under the general supervision of the Costume Director, supervise borrowing and rental of Department costumes and costume equipment by other departments and off- campus theatrical groups.
- Advise on planning of major alterations of existing facilities of development of new facilities.

Other:

- In their absences, serve as a back-up for the Costume Director and Wardrobe Supervisor by supervising in theaters, shops, and related facilities.
- Is present, as directed by Costume Director, at technical and dress rehearsals, for consultation with directors and designers and wardrobe crew regarding notes, changes, and additions.
- Attends all Department staff and production staff meetings.

Required Qualifications

- Must have knowledge of non-university policies and guidelines, including building codes, OSHA, Fire Marshall, etc.

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- Significant (mastery level) knowledge in the professional field of costume construction and fabrication for the theater and related industries and knowledge of theater practice, including, but not limited to: Knowledge of historical costumes and costume history (period and style); knowledge of techniques of patterning, cutting, fitting, draping, stitching, and fabric treatment, painting, dying, millinery, crafts, leatherwork, armor, shoes, accessories, hair/wigs/make-up and theatrical make-up applications including special effects. Knowledge of fashion design and history; history and theory of applied design or material culture; emerging materials technology; prototyping, and new manufacturing processes.
- Knowledge of costume research techniques.
- Knowledge of properties of materials to ensure effective use and workability of various materials to achieve desired looks and functions of designs.
- Knowledge of tool use and maintenance specific to the costume shop, and theater facility.
- Knowledge of standards of practice in field, and standards of safety and safe operation in theater and related fields (concert, dance, opera, TV/film, etc.).
- High school diploma and/or equivalent education/training.

Preferred Qualifications

- Knowledge (or comparable institutional knowledge) of a significant number of University policy groups, including risk management (volunteer status), financial (procurement card, purchasing policies), Environmental Health and Safety (shop safety manual, shop inspections, personal safety equipment, staff safety training), and computer use and security issues.

Salary & Benefits

This is a full-time, career position.

This position is eligible for the full range of UC Benefits. For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and

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experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$37.13 - \$41.62 (stepped rates).

Other Information

This is not a visa opportunity.

This position is governed by the terms and conditions in the agreement for the Technical Unit (TX) between the University of California and the University Professional and Technical Employees (UPTe). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/tx/index.html>

How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical

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conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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