

Costume Shop Supervisor - Theater, Dance and  
Performance  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=229157>

Downloaded On: May. 8, 2024 3:05pm

Posted Jan. 19, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Costume Shop Supervisor - Theater, Dance and Performance
<b>Department</b>	Department of T
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jan. 19, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Arts/Museum/Theater
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20067?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20067?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The Department of Theatre, Dance, and Performance Studies offers a collegial environment for thinking critically about histories and institutions of power. The department is committed to both student and faculty success. Individuals will find an intellectual and creative home at Tufts as well as an enthusiastic and engaged classroom environment.

## What You'll Do

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**This is a part-time and benefits eligible position at 25 hours per week.**

The Costume Shop Supervisor reports to the Costume Shop Director to assist in the realization of Tufts University Theatre, Dance, and Performance studies productions. The Costume Shop Supervisor will handle the below duties:

- Assists with student safety training in the Costume Shop
- Oversees student workers
- Oversees scheduling of costume fittings
- Oversees costume alterations
- Sources and acquires costume purchases per designers needs
- Stocks Costume Shop as needed
- Makes purchases/returns as needed
- Maintains costume schedules for each show
- Oversees paperwork for productions

### What We're Looking For

#### Basic Requirements:

- Superior organizational skills
- Proficiency in costume construction
- Desire to work in educational theatre with an undergraduate focus
- Knowledge of theatrical costume practices
- Valid Driver's License

#### Preferred Qualifications:

- Patterning/Draping experiences
- Industrial sewing machine knowledge
- Theatrical craft work

#### Special Work Schedule Requirements:

This is a part time, onsite position with occasional evening and weekend hours closer to production dates.

### Pay Range

Minimum \$26.40, Midpoint \$31.40, Maximum \$36.40

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Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

**Contact Information**

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

**Contact**

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