

Costume Director

Job Description

Reports to: Auditorium Director

Building: Munster High School

Evaluated by: Assistant Principal

Evaluation period: Annual

Qualifications:

- Degree or experience in costuming, sewing, hair and makeup design, theater arts, or a related field
- Technical knowledge and experience needed to produce a wide variety of theatrical events.
- Ability to work effectively with people in a professional manner.
- Exceptional organizational skills.
- Projects a positive attitude and establishes positive working relationships with students, parents, teachers, administrators and the community
- Must be proficient in the use of computers for various office applications
- Ability to speak effectively with staff and other persons
- Ability to address the concerns that students, families and staff present

Purpose of the Position:

The purpose of the position is to oversee costuming for the productions of the high school theatre program. In doing so, the Costume director will instruct and train students in the skills necessary for costume design.

Responsibilities:

- Assists in the necessary preparation to hold scheduled rehearsals and performances and adheres to scheduled facility times. Assists in coordinating program(s) with maintenance and school employees.
- Supervises students from start of rehearsal until the end of rehearsal and will supervise until the last student has left
- Establishes the fundamental philosophy, skills, and techniques to be taught by staff.
- Oversees the organization and inventory of the costume collection of the Munster Theatre Company
- Assists in determining discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents as necessary
- Mentors students in the design and implementation of design for costumes for the shows throughout the season.
- Mentors students who are participating in the Costume and Makeup categories for the International Thespian Excellence Awards
- Advises the high school theatre director and recommends policy, method or procedural changes.
- Attends the Indiana Thespians Regional and State Conferences.
- Recommends equipment guidelines as to type, style, color or technical specifications.
- Responsible for operating within budget appropriations.
- Is accountable for arranging, issuing, storing, and reconditioning of equipment and submits annual inventory for current records
- Serves as a mentor to each student to promote the development and demonstration in students' character traits based on the goals of the School Town of Munster and the Munster Theatre Company.
- Directs student managers, assistants and crew members as needed
- Assists in organizing parents, directors, students, and guests for preseason meetings.
- Assists in maintaining good public relations with news media, parents, officials, volunteers and patrons.
- Performs such other duties that may be assigned by the administration

Qualification Requirements:

Munster High School faculty or staff are preferred.

Length of Addendum Position

The school year

Terms of Employment:

Salary determined by addendum schedule within the teacher Collective Bargaining Agreement: \$1,500