

**Title:** Educational Costume Designer

**Classification:** Non- Exempt/Summer Contract Professional 40 hours a week/Days/Evenings/Weekends  
May – August 2023

**Reports to/Evaluated by:** Education Coordinator

**Qualifications:** Bachelor of Arts or Bachelor of Science degree in theatre arts or related field preferred. Experience in costume design and construction, hair design and make-up application preferred.

### **Description**

The Educational Costume Designer is responsible for creating the look of each character in an education production through costuming and costume accessories, hair and makeup for FMCT shows. The Costume Designer's performance will be reviewed by the Education Coordinator.

### **Essential Functions:**

#### Artistic - In House Programming

Oversee costumes and costume prop design and creation for all FMCT educational productions, confer and coordinate with artistic staff and production committee, and adhere to production budget. Design and supervise hair and make-up design. Assist with the organization of the costume shop and equipment, dressing rooms, make-up supplies and costume stock. Notify Education Coordinator of any necessary purchases.

#### Administrative

- Adhere to budgets set for each production.
- Supervise student crews in the completion of all assigned tasks.
- Coordinate production and build schedules with other Administration members.
- Clock in and out of open-time-clock daily.
  - Self-monitor hours – not to exceed 40 hours a week without written approval from the Executive Director

#### Other duties as assigned

1. Assist FMCT Technical Director with prop building.
2. Mentor Middle School and High School students in costume design and craft.
3. Assist Costume Director in the organization of the costume storage facility.

#### Physical demands

This position requires frequent use of hands and fingers to operate office equipment and costume shop equipment. May be required to lift 25-50 lbs on a regular basis, more occasionally and with assistance. Requires bending, pushing, pulling. Must be familiar with and able to operate basic office equipment, including but not limited to computer/printer, copier. Must be able to operate costuming equipment, power and manual.