

Costume/Makeup Designer (SC - Substitute)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=243759>

Downloaded On: Aug. 31, 2024 10:19pm

Posted Aug. 28, 2024, set to expire Jan. 28, 2025

**Job Title** Costume/Makeup Designer (SC - Substitute)

**Department**

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Aug. 28, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4636567/costume-makeup-designer-sc-substitute>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.

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- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
  
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
  
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
  
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
  1. Current department chair(s) (for faculty) or supervisor(s);
  2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
  3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
  4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
  5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

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## Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

### SUMMARY DESCRIPTION

Under direction from the Dean of the Arts or Dean of Fine Arts or their designees, designs and participates in the preparation of costumes and makeup for theatre and/or dance productions; obtains, cuts and sews appropriate materials and notions for the creation of costumes; oversees daily operation of the college's costume shop; and provides a high level of technical staff assistance to the Department of Theatre Arts/School of the Arts faculty, staff, students, and guests.

### REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Supervise and assist in the design and preparation of costumes and makeup for theatre and/or dance productions; help set costume design deadlines; plan design and fabrication methods and procedures.

Read production scripts for content and plot; research costumes and makeup specific to the historical period of the production; determine how best to create costumes that will support the production.

Using sketches, fabricate patterns by draping or flat-patterning; cut all fabric for costumes,

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determine yardage of fabric and trim, correct patterns or alter costumes as necessary.

Prepare rough and finished drawings, sketches and swatch renderings to develop ideas for costumes; meet with director and other staff to present ideas; attend production meetings and rehearsals; revise costume designs as needed to keep project within budget constraints.

Shop for appropriate fabrics, trim, notions and other accessories; purchase costume apparel including fabric, wigs, makeup, accessories and shoes according to budget limitations; locate and rent costumes as required.

Measure actors and/or dancers for appropriate fit of costumes; draft patterns to fit actors and allow proper movement and performance on stage; cut and sew costumes in such a fashion that alterations can be made for future productions; alter costumes to fit actors and/or dancers as appropriate.

Perform specialty duties such as dying and painting fabrics, making hats, casting and painting masks and various other makeup or costume design functions.

Plan, prioritize, assign, supervise and review the work of staff involved in costume production.

Inventory and maintain costume shop supplies including costumes rented from outside agencies; maintain dressing rooms, costume storage and clothing racks.

Supervise the cleaning, pressing, repairing and proper storage of costumes during and after productions.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies.

Participate in community outreach programs; assist community organizations with productions; attend productions.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for costume and makeup materials; monitor and control expenditures; work with department chair and production manager to create budgets for costumes and the costume shop.

Perform a variety of administrative duties as assigned; retrieve and send out emails; answer phones and respond to inquiries in a courteous manner; provide information within the area of

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assignment; resolve complaints in an efficient and timely manner.

Oversee photo call as necessary; provide costumes, makeup, and other props for publicity photos.

Attend all staff, department, division and other related meetings; take notes; comment as appropriate; take action as necessary; assist department instructors, staff, and student as needed.

Perform related duties as required.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **Knowledge of:**

Modern principles of costume design, creation and fabrication.

Principles and practices of sewing, tailoring and millinery.

Principles and applications of design and color as related to theatrical productions.

Methods and techniques of theatrical makeup application.

Basic principles of set and lighting design.

Operational characteristics of sewing machines, sergers and other tools and equipment utilized in clothing fabrication.

Principles of lead supervision and training.

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**Ability to:**

Design, construct and alter simple and complex costumes for theatrical productions. Draft patterns to fit actors and allow proper movement and performance on stage.

Research costumes and makeup specific to the historical period of the production.

Translate concept ideas into costume and makeup elements for theatrical productions.

Prepare a variety of drawings and schematics portraying costumes.

Operate sewing machines, industrial irons and other equipment used in costume preparation.

Locate and rent costumes as required for larger productions.

Ensure adherence to budget requirements.

Oversee and train assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in fine arts, fashion design or a related field.

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**Experience:**

Four years of increasingly responsible experience in costume and makeup design and production, including one year of supervisory or lead responsibility.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:**

Work is performed in a theatre setting; exposure to noise, dust, and inclement weather conditions; occasionally works around loud noise levels. At least minimal environmental controls to assure health and comfort. Positions may be required to work evenings and weekends.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in a theatre setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate sewing equipment and machinery requiring repetitive hand movement and fine coordination; and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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## Supplemental Information

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to **25**

### Employment Conditions and Information:

This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed 160 days and 960 hours per fiscal year (July 1st through June 30th). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.** Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

NBU employees are limited to working in a single position for a single department and site



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(assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 15th of the first month to the 14th of the second month. NBU employees are paid on the 10th of the third month.

**Example:** For the following reporting period: September 15th through October 14th, the NBU employee will be paid on November 10th.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal year.

**Special COVID-19 Notice:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

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**Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

**California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrintfodesk@socccd.edu](mailto:hrintfodesk@socccd.edu).

**Attendance Requirement:**



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All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

**Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**



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**Contact Information**

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

**Contact**

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