



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ASSISTANT COSTUMER	29	C	7.807

Under general supervision, Assistant Costumers construct, modify and fit a variety of garments for theatrical productions by applying knowledge of time and period fashion and costume history.

Obtain body measurements of actors cast in productions; assist in drafting patterns and constructing garments; trim, fit and perform final finishing of costumes, including alterations and embellishments.

Assist costumer in purchasing fabric, cutting garments or millinery, sewing construction of costumes and accessory items for each production.

Research fashions and historical periods for which costumes are to be designed and constructed.

Operate standard and overlock sewing machines, professional irons and steamers, laundry machines and other equipment used in the construction and care of costumes and accessories.

Assist in training and providing work direction to students as assigned.

Coordinate schedules of fittings between costumer, designer, stage manager and actor; ensure costumes are complete and ready for dress rehearsals and productions.

Launder, clean, and press garments for future use; organize and store costumes, hats, shoes, wigs, jewelry and other accessories in store areas.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Two years of college education including 15 credits in theater, costume history and technology, fashion or closely related field and three years of experience which involved construction and reconstruction of garments and costumes, cutting garments or millinery, and sewing costumes and accessory items; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: costume history; sewing and construction of garments; millinery construction; alteration and tailoring techniques. **Ability to:** operate and correct standard and overlock sewing machines, dye vat, professional steamers and steam irons, laundry machines and related equipment; take body measurements and fit garments properly; and research period fashion and costume history.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: agency policies and procedures regarding costume design; and health and safety procedures applicable to costume cleanliness. **Ability to:** build costumes from patterns and modify as needed.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.807

ESTABLISHED: 7/1/99P
10/2/98PC
REVISED: 12/12/14PC