

STERLING COLLEGE

Job Description Costume Shop Supervisor 2026

Reports to: Artistic Director – Theatre Arts

Classification: Part-time, hourly (non-exempt)

Description:

This position provides support for theatre productions and is responsible for the organization, maintenance, and storage of the costumes. It also includes assisting with all aspects of the costume production process, supervising student employees, and working collaboratively with cast members to ensure costume needs are met.

This is a part-time position averaging 20 hours per week and will not exceed 25 hours per week. The hourly rate of pay is \$15.50. The anticipated start date is August 3, 2026, with the possibility of an earlier start in mid-July.

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- The candidate must have strong communication/interpersonal and organizational skills.
- Strong proficiency in garment construction and pattern usage is required.
- Skills in costume design, pattern drafting, draping, and cutting desired.

Responsibilities:

- Maintenance and cleanliness of the Costume Shop and storage spaces.
- Monitor costuming materials, tools and machines, fabrics, notions, and other supplies.
- Supervise and train student workers.
- Collaborate closely with the costume designer to realize their creative vision.
- Oversees measurement appointments and fittings as needed.
- Provide costume construction expertise and support for Theatre productions.
- Oversees garment care of pieces in use, including washing, drying, storing, repairing, steaming/ironing, dry cleaning.
- Assist in managing SC costume inventory, uphold/create systems, including overseeing outgoing costume loans/rentals and returns.
- Potential opportunities for costume design to be discussed.

Essential Job Functions:

- Must be able to push, pull, and lift a minimum of 25 pounds.
- Must be able to walk up and down stairs and climb ladders.
- Be able to coordinate movement of the fingers and hands as well as have adequate dexterity and strength to complete tasks.
- Be able to use upper extremities to frequently press against something with steady force in order to thrust forward, downward or upward.
- Frequently, bend body downward and forward by bending spine at the waist.
- Be able to stand and move about regularly.
- Be able to sit for long periods of time.
- Ability to visualize small objects and see closely, as sewing requires attention to detail.

Education/Experience:

- Bachelor's degree in theatre is preferred but not required. This position does not require a master's degree in theatre.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.