

**Job Class Profile: Theatre Technician IA****Pay Level: CG-28 Point Band: 578-621**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	3	3	3	3	3	2	3	
Points	187	67	19	14	90	65	62	43	32	579

**JOB SUMMARY**

The Theatre Technician IA performs creative, technical, administrative and supervisory work in the operation of the theatre costume/wardrobe department including management of the costume bank. Work involves responsibility for the overall creative design and production of theatre costumes and the planning, organization and purchasing of items for a large and historical costume bank.

**Key and Periodic Activities**

- Designs, fabricates and fits costumes and accessories.
- Acquires, organizes and maintains an inventory of costumes for the costume bank.
- Operates and maintains sewing room equipment.
- Organizes and maintains inventory of supplies for the sewing room and costume bank.
- Purchases all costume items and accessories including fabrics, materials and supplies for costume production.
- Provides costume expertise, information and costume loans to groups in the arts community, service organizations, community groups, film community, schools and educational institutions and the general public.
- Consults and collaborates with the technical director and production crew regarding the impact of set and lighting design on costume design functionality.
- Consults with individual actors to determine functionality of costumes and address any related needs. Runs the costume parade to evaluate the suitability and functionality of the costumes.
- Participates in recruitment interviews and oversees part-time staff during pre-production stage of theatrical productions.
- Provides educational services through workshops and tours on an as needed basis.
- Conducts research into a theatre production's time period and geographic location to ensure historical authenticity and accuracy of costume style and design.

**SKILL****Knowledge****General and Specific Knowledge:**

- Costume design.

— Sewing.

**Formal Education and/or Certification(s):**

— Minimum: 3 Year Diploma in Costume Studies.

**Years of Experience:**

— Minimum: 4 to 5 years of experience.

**Competencies:**

— Ability to operate a variety of equipment utilized in costume design.

**Interpersonal Skills**

- A range of interpersonal skills are utilized including listening to information from co-workers, actors and production team regarding costume functionality and needs; asking questions regarding costume needs related to various theatre productions; providing routine and sometimes complex information regarding costume design and provides costume expertise to various members of the Arts Community and educational institutions regarding costume loans.
- Communications occur with employees within the immediate work area and department regarding costume requirements of theatre productions and with members of the Arts community (i.e. general public) involved with specific theatre productions. Interactions occur with supervisors, managers and costume and fabric suppliers.
- The most significant contacts are members of the general public and clients (i.e. community groups, schools) utilizing the costume bank; co-workers and production teams (directors, actors, etc).

**EFFORT**

**Physical Effort**

- Work demands occasionally result in fatigue, requiring periods of rest.
- Lifting and moving of costumes weighing less than 10 lbs., occurs constantly, while there is a regular requirement to lift/move objects weighing up to 50 lbs., including storage boxes and hockey bags of costumes and accessories (shoes, boots, and clothing). Carts and dollies are used to move bins of costumes.
- Sitting, standing and walking are all regular work requirements since sitting is required when sewing costumes and standing and walking are required while working backstage during dress rehearsals and theatrical productions.
- Work also involves some gross motor skills and the use of a variety of equipment and machinery such as glue guns and steamers.
- Fine finger or precision work is constantly required during costume design and creation.

**Concentration**

- **Visual** concentration is required on a regular basis as part of the design and creation of costumes including the use of sewing machines.
- **Auditory** concentration is required on a regular basis when discussing costume and wardrobe needs with production team as well as during dress rehearsals.
- **Repetition requiring alertness** is required when sewing costume materials.
- Higher levels of attentiveness are required during theatre productions to ensure costume

changes occur quickly and efficiently.

- **Alertness for the health and safety of others** is required as theatre assistants working in the costume area utilize a variety of equipment including sewing machines, glue guns and steamers.
- **Deadlines and time pressures** exist as all pre-production work (i.e. costume design and development) must be completed by production dates. **Interruptions** occur as last minute artistic decisions may require costume changes.
- **Eye/hand co-ordination** is constantly required throughout the design and creation process.
- **Exact results and precision** is required on a regular basis when drafting costume patterns and designs.

### Complexity

- Work involves a series of tasks and activities which can be quite different depending on the costume requirements, but typically involves the use of similar skills and knowledge.
- The design and fabrication of costumes and accessories for stage performers varies greatly based on the nature of the production and any related themes or time periods. Scheduling fittings for performers is a typical issue.
- Scheduling part-time staff and co-ordination of related duties can be challenging based on production deadlines. Production deadlines typically dictate staffing requirements.
- References available include costume reference books and publications and the Internet.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed as information regarding upcoming theatre productions is provided by the supervisor.
- Independently operates the costume bank including loaning costumes to individuals and organizations according to established guidelines. Maintains inventory and makes bulk purchases to maintain costume bank and sewing room.
- Schedules part-time staff involved with costume design and wardrobe and delegates work tasks.
- Budget allocations and purchase decisions are made independently within an approved overall budget. Can purchase items up to \$300.00., with supervisory approval required for purchases exceeding this amount.
- Discretion and judgement are utilized in the creation and design of costumes.

### Impact

- Results of work activities are felt within the immediate work area and group; within the department as well as outside the organization and on customers and clients. Should costumes not be ready for theatrical performances, negative impacts could occur resulting in possible cancellation of the performance. Overseeing the costume bank and the availability of costumes impacts organizations and individuals requesting the costumes.
- Resources impacted include equipment used in costume design; finances related to costume/wardrobe budgets and supplies budgets; material resources such as fabrics and materials for costume design; human resources in terms of staff needed to complete costumes

and on corporate image.

- Mistakes or errors in work can be felt on individuals and groups involved with a theatrical performances. Typically, mistakes and errors are identified and resolved within hours.

#### **Development and Leadership of Others**

- Not responsible for the supervision of staff.
- Responsible for overseeing the work of part-time Theatre Assistants working in the costume/wardrobe department for specific theatrical productions by assigning work and providing guidance, direction and advice on work progress. Usually involves between two and six weeks of pre-production work per theatrical production.

### **WORKING CONDITIONS**

#### **Environmental Working Conditions**

- Safety needle guards and safety glasses are required when using sewing machines.
- Masks and ventilators are required when working with specific dyes, paints and solvents.
- Limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures or injuries resulting in partial or total disability.
- Regular exposure to dust from handling costumes and fabric materials.
- Occasional exposure to distracting noise during theatrical performances; glare from stage lights; limited lighting when working backstage during a theatrical performance; fumes from hazardous chemicals and toxic substances (i.e. industrial strength cleaning fluids, dyes and glues) and sharp objects such as scissors, needles, power tools and sewing machines.