



EMPLOYMENT OPPORTUNITY

COLLEGE OF THE SISKIYOUUS – HUMAN RESOURCES
800 COLLEGE AVENUE - WEED, CALIFORNIA 96094

TELEPHONE NO. (530) 938-5317

FAX NO. (530) 938-5380

www.siskiyous.edu/jobs

CLASSIFIED VACANCY
PERMANENT/FULL-TIME

POSITION: **INSTRUCTIONAL SUPPORT SPECIALIST, PERFORMING ARTS**

FILING DATE: **OPEN UNTIL FILLED**
FIRST REVIEW: JULY 6, 2017

SALARY: **\$3,156 to \$3,659 PER MONTH**
\$37,875 TO \$43,907 PER YEAR

JOB NUMBER: **2016-17-34**

THE POSITION:

Under the general direction and supervision of the Dean of Instruction, assist area faculty, design, plan, organize, direct and fabricate the production of costumes for theatrical productions. Assist with all other aspects of play production and perform other duties directly related to this job description.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Design, construct and modify appropriate costumes and costume accessories, including millinery, jewelry, armor, and footwear for production and theater activities; manage costume budget.
- Perform various milliner functions; design and create hats, helmets, crowns and other decorative head dresses; design masks or special costume pieces for production.
- Prepare a costume plot detailing character's appearance at any instance in production.
- Read and analyze script, research literature, art and theater history, and historical costumes for accuracy; provide textual analysis of costumes.
- Prepare and record sketches, designs and drawings for wearable stage costumes.
- Prepare a costume plot detailing character's appearance at any instance in a production.
- Cut patterns and fabric for the creation of costumes; alter, dye or paint previously used costumes for new productions.
- Assist in fitting actors and actresses in costumes for performances; alter and hem costumes according to measurements obtained.
- Shop for various supplies, materials and notions for costume design and sewing purposes; travel to costume rental agencies, fabric stores and other vendors for costume needs.
- Maintain all College-owned costumes, head pieces and associated wardrobe accessories; launder or dry clean all costumes prior to each production; mend or repair damaged costumes after performances.
- Attend dress rehearsals and take notes on needed costume alterations; gather costumes needed for rehearsal purposes; ensure alterations are completed before performances.
- Handle wardrobe requests from theater rentals and performance based extension classes.
- Buy or order appropriate supplies for production; take measurements of performers.
- Present to theater casts, classes and colleagues to explain role of a costumer.
- Confer with administrators, instructors, students, performers, and other parties in coordinating theatrical productions.
- Oversee costume storage; maintain costume and make-up inventory and all costume shop equipment.
- Assist instructors with classroom lectures and demonstrations as requested
- Manage costume budget.
- Operate all power tools for faculty and students for projects and assignments.
- Order materials, inventory supplies and submit requests for purchase of supplies and repair of equipment, may assist with budget tracking.
- Monitor and maintain security for performing arts, tools, equipment and supplies; assist with checkout of equipment
- Work with and collaborate with other departments on campus.
- Assist with hiring and supervision of student employees.
- Supervise student and volunteer assistance.

- Substitute for theater manager as needed.

MINIMUM QUALIFICATIONS:

Any combination equivalent to:

1. graduation from high school supplemented by college-level coursework in performing arts (drama, music, dance) or related field, or two years increasingly responsible experience in the performing arts area.

PREFERRED QUALIFICATIONS:

1. Associates degree from a regionally accredited college

KNOWLEDGE AND ABILITY TO:

- Knowledge of general functions, policies, rules and regulations of the community college district.
- Knowledge of proper office methods and practices including filing systems, computers and related advanced software.
- Knowledge of all equipment and materials used in performing arts department.
- Ability to communicate satisfactorily in both oral and written form and use appropriate and correct English, spelling, grammar and punctuation.
- Ability to successfully apply office policies, procedures, rules and regulations.
- Ability to use and adapt to different software uses and consistently learn new equipment and software procedures.
- Ability to use and maintain sewing machines, and tools and equipment related to costuming.
- Ability to maintain and inventory new equipment and supplies.
- Knowledge of stagecraft and stage operations associated with design and costuming.
- Knowledge of impact of color, line, shape, texture and movement.
- Knowledge of materials and methods of costume construction and fabric modification.
- Knowledge of movement for dance and sate.
- Knowledge of dramatic literature, history of theatrical productions, historic dress, including ethnic and folk dress and art history.
- Knowledge of color harmony.
- Ability to provide design and produce promotional materials.
- Ability to design costumes to match desired styles, moods and periods of history.
- Ability to provide textual analysis of scripts.
- Ability to work and collaborate with various artists, technicians and performers.
- Ability to create patterns for garments and accessories and construct costumes.
- Ability to use a variety of commercial and standard sewing machines.
- Ability to perform arithmetical calculations with speed and accuracy.

WORKING CONDITIONS:

Some heavy physical effort which may include frequent standing, walking, and lifting or moving or heavy parcels, clothing, machines or equipment of up to 75 pounds; frequent activities requiring full body exertion. Occasional exposure to environmental hazards.

Seeing to prepare costumes.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate equipment.

Bending at the waist, kneeling or crouching.

Sitting and standing for extended periods of time.

Lifting, carrying, pushing and pulling moderately heavy objects.

Reaching overhead and above shoulders to access materials.

Utilization of sewing machine and other hand and power tools related to costuming

Climbing ladders.

HAZARDS:

Exposure to heights.

Working around machinery having moving parts.

Moderate to high stress level

ENVIRONMENTAL CONDITIONS

Indoor environment.

Evening or variable hours.

Driving a vehicle to conduct work.

CONTACTS:

Daily contact with students and District staff.

Occasional contact with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES:

Valid California driver's license and insurance.

Ability to obtain valid California Class B driver's license.

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

ASSIGNMENT AND SALARY:

The starting salary for this 40-hour per week, 12-month position is \$3,156 per month. This is a 6 step classification with a salary range of \$3,156 to \$3,659 per month.

BENEFITS

The District offers an outstanding benefits package including medical, dental and vision coverage to employees and qualified dependents. A brief description of current benefit offerings is as follows:

- **Medical/Prescription:** Employees may select from six medical plan offerings to best meet the needs of their family. All medical plans are Blue Shield PPO Plans. Prescription coverage is provided by CVS/Caremark. The medical plan options range from a 90/10 plan with \$100 deductible, to a high \$1,250 deductible with 80% coinsurance after the deductible is met.
- **Dental:** Dental coverage provided through Delta Dental with up to a \$2,000 annual maximum and a \$50 deductible for non-preventative services.
- **Vision:** Vision coverage is provided by Vision Services Providers and provides for an annual exam with a \$10 co-pay, and lenses and frames or contact lenses up to specified limits.
- **District/Employee Contributions:** There is a four tier cap for employee benefits: \$9,117 for employee only, \$13,509 for employee + children, \$14,757 for employee + spouse, and \$21,573 for employee + family. Some plans require a monthly employee cost share.

In addition, the District provides vacation, sick leave and paid holidays. The employee participates in the Public Employee Retirement System through District and employee contributions.

PHYSICAL ABILITIES

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Light to moderate stress level.

CONTACTS

Daily contact with students and District staff.

Occasional contact with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

Valid California driver's license and insurance.

APPLICATION PROCEDURE

To be considered for this position candidates must submit all required documents prior to 1:00 p.m. on July 6, 2017. Postmarks are not accepted. Materials submitted in addition to those listed below will not be considered in the screening process. It is the applicant's responsibility to ensure that all requested materials are received by the filing deadline. **All materials submitted are for this position only, and become the property of the District. Materials**

will not be returned, copied, or considered for other openings. Any travel expenses incurred are the applicants' responsibility.

REQUIRED DOCUMENTS

The following materials should be submitted to:

Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
HR@siskiyous.edu

The Human Resource Office is located in the Administration Wing of the John Mantle Student Center on the Weed Campus. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

- Application Cover Sheet (Available at www.siskiyous.edu/employment/documents/ApplicationCoverSheet.pdf)
- Cover letter which addresses Minimum and Desired Qualifications
- Current Resume
- Transcripts of any college work. (Copies are acceptable to apply. The successful candidate must provide original transcripts upon hiring. Foreign transcripts **must** include a U.S. evaluation **and** translation.)
- A list of four references. Include the reference's title and current contact information. (Three of the references should have no affiliation with College of the Siskiyous.)

Information about this position may be requested by writing, calling or emailing:

*Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
Phone: 530-938-5317
Fax: 530-938-5380
HR@siskiyous.edu*

SCREENING PROCESS

After the preliminary screening, selected candidates will be invited to the campus for an initial interview with the Search Committee. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview. The Search Committee will recommend a slate of finalists to the Superintendent/President for a final interview.

The District reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all the pre-employment requirements prior to appointment that include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States. A pre-employment physical examination may be required.

Applicants requiring reasonable accommodations in completing the application or interview process must notify the Human Resources Office in advance.

College of the Siskiyous is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

College of the Siskiyous is accredited by the Accrediting commission for Community and Junior Colleges of the Western Association of Schools and Colleges.