

**JOB DESCRIPTION**

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**BAND    GRADE    SUBGRADE    WORKING CONDITIONS**

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**JOB TITLE**

Costumes and Makeup

**CONTRACT REFERENCE**

FEA Master Agreement

**TITLE OF IMMEDIATE SUPERVISOR**

Play Director

**VERSION DATE**

January 2016

**JOB SUMMARY**

To oversee all aspects of make-up and costumes for the production

**TASK NO.**

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	• In collaboration with the director, determine costume and make-up design for the production.
2.	• Design make-up and costumes to comply with the overall vision of the director.
3.	• Stay within the allotted budget determined by the director.
4.	• Maintain a clean and healthy costume room which complies with district and state standards.
5.	• Maintain a system to ensure costumes are clean, orderly, and well cared.
6.	• Train students and volunteers to use quality make-up application standards.
7.	• Attend all meetings related to the production.
8.	• Other assigned duties by the director.
9.	• Report any issues of concern regarding safety, conflict, staffing, students, and parents to the activities administrator.

**QUALIFICATIONS** (Specific training or job experience required before appointment)

- Background in theater/drama preferred
  - Costume and make-up design experience required
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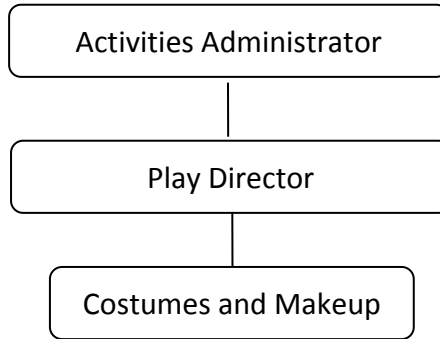
**JOB TITLE**

Costumes and Makeup

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**CONTRACT REFERENCE**FEA Master Agreement

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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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ADVISE/INFORM

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**PHYSICAL FACTORS**

The physical demands described here 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 functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

**NON EXEMPT**

Not to exceed 40 hours per week.