| **Duties and Responsibilities of position:** | 1. Support the Costume Shop Manager in the daily operations of the costume shop.  
2. Assist in the design, patterning, **SEWING** and preparation aspects of costume construction.  
3. Assist in shopping for costumes and wardrobe maintenance.  
4. Implement ordering and acquisition of supplies as instructed.  
5. Assist with the maintenance of the costume shop equipment and space. |
| **Qualifications needed for position:** | 1. Ability and willingness to learn costume shop safety procedures, operation of shop equipment, building techniques and proper storage of wardrobe pieces.  
2. Capable of working independently or with a small group.  
3. Interest in period research a plus.  
4. Ability to **SEW** is a must.  
5. If hired, required new hire paperwork must be completed **before** you are eligible to begin working. This new hire paperwork requires that the student have **original** forms of acceptable ID with them on campus during the paperwork completion process. View the list of acceptable ID at [www.wittenberg.edu/studentemploymentpaperwork](http://www.wittenberg.edu/studentemploymentpaperwork) |