



**CLASSIFIED**  
**Job Class Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 04-2021/22  
DOCUMENT NO. 02-2021/22  
DATED: 08/12/2021

**COSTUME AND MAKEUP DESIGN COACH**

**DEPARTMENT/SITE:** Visual and Performing Arts

**SALARY SCHEDULE:** Supplemental-Help

**SALARY RANGE:** \$24.00 Per Hour

**WORK YEAR:** Non-Contracted

**REPORTS TO:** Performing Arts Teacher

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Performing Arts Teacher, the Costume and Makeup Design Coach supports performing arts productions and curriculum within the performance facility. The position assists the performing arts teacher and students with the technical aspects of the costuming of school, children's touring, CTE/CTSO events and community performances; provides technical and artistic guidance and oversight to student stage crews, and serves as on-site technical support to student productions; ensures proper sequencing of staging and sets; facilitates productions with the director. The incumbents in this classification provide the school community with support in providing a quality performing arts program which directly supports student learning and achievement.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Coordinates, oversees, integrates and may participate in the operation of setting, props, and other production equipment during productions.
- Assists the Performing Arts Teacher to lead students through the design process, including: script analysis, research, concept, technical drawings and physical implementation.
- Oversees and coordinates the troubleshooting, repair, and maintenance of costume tools (ie. sewing machines), equipment and facilities; maintains a preventive maintenance program and contracts for repairs as necessary.
- Oversees and provides on-site costuming expertise at venue events, providing professional guidance and assistance to the performing arts students and personnel with regard to costume and make-up concepts, processes, and techniques.
- Participates in the development of operating goals and objectives for the assigned venue; recommends, implements, and administers methods and procedures to enhance operations.
- Provides technical oversight, guidance, and training to student crew members in basic performance venue practices, techniques, and work standards.
- Recommends equipment maintenance and purchases; maintains records of and takes inventory of performing arts equipment, specifically costume inventory.
- Trains and oversees staff and student crew personnel in technical safety procedures regarding facilities, equipment, and personnel.
- Works with teachers and producers to coordinate and sequence activities and arrange details for rehearsals and performances.
- Works with Teacher / Director, Production Manager, and other Creative Teams to meet production timelines and budgets
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Theatrical costume and makeup production
- Computerized and conventional professional staging, materials, equipment, and facilities
- Methods and problems of makeup and costume design and construction
- Sewing, tailoring, and adaptation skills relevant to understanding requirements when building costumes, wigs, and accessories
- Fabric, body measuring, and conceptualization
- Informal leadership and organizational skills
- Basic math skills to make detailed measurements and compute distance, totals and portions

### **Skills and Abilities to:**

- Successfully see to the production of multiple programs throughout the school year
- Apply independent judgment and discretion in coordination with limited facilities
- Work cooperatively with teachers, students, and community to support productions in stressful or high-pressure situations created by strict deadlines
- Teach and instruct others
- Ensure that safety is a priority focus in construction of costumes and production of programs
- Build harmony among team members

## **RESPONSIBILITY:**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

## **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

## **EDUCATION /EXPERIENCE REQUIRED:**

A high school diploma with a minimum of three (3) years of educational performing arts education OR one (1) year of college level performing arts technical education credit. Preferable one (1) year of industry experience in production and experience in sewing, measuring, and building costumes. Additional experience may substitute for some higher education. One (1) year of supervisory experience is preferable.

## **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License

## **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam through District's provider at District's expense

## **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

Work is performed indoors in a theater/shop environment and occasionally outdoors where safety considerations

exist from physical labor and working with or in the vicinity of electrical connections and power tools. Some work is performed during evening and weekend hours.

- Stand for extended periods of time and walk up to 100 yards
- Lift, carry, and/or move light to heavy weights of up to 75 pounds on a regular basis and push, pull, and guide materials over 75 pounds
- Climb (e.g. ladders), stoop, kneel, and crouch on a regular basis
- Hand-eye coordination, hand and finger dexterity including ability to grasp and operate woodworking equipment, calibration instruments and dials
- Auditory ability to hear and discern operating levels from sound systems and equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view lighting displays
- Speaking ability to carry on ordinary conversations