**Costume Shop Assistant**

The Costume Shop Assistant works, under general supervision, in the Costume Shop at EWU Theatre. Duties may include, but are not limited to:

* Sewing and working on costumes for upcoming EWU public productions
* Cleaning and general up-keep of costumes and items in costume storage
* Performing other related duties as assigned or required

This position will report to *insert department* and *insert title of supervisor/manager.*

This position will work *weekday afternoons, 10 to 12 hours per week (up to 19 hours per week during performances).*

**Required Qualifications:**

Applicants must have patience, a willingness to learn and the ability to work in a group setting. Will be trained on all necessary skills.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Preferred Qualifications:**

Applicants with an interest in Theatre preferred

Applicants with sewing/fitting experience preferred

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**