

DEPARTMENT OF THEATRE & DRAMA

**University of Wisconsin - Madison
Job Description**

Costume Construction Teaching Assistant

8/27/07

DUTIES

- Assist Costume Studio Supervisor with T&D 161 (sections 1 & 2)
- Attend all Lab sessions in section.
- Instruct 161 Lab students in correct procedures to construct costumes in Lab section.
- Instruct 160, 361, 561 Lab students in correct procedures to construct costumes during costume work call hours.
- Participate in costume shop clean up and organizational meetings
- Attend work calls as scheduled
- Restock costumes as needed
- Pattern and supervise construction of costume ensembles for specific UT productions

SKILLS REQUIRED

- Thorough knowledge of the following areas: costume construction, pattern making, costume history, wardrobe crew duties as assigned to UT productions.

SEMESTER HOURS

<u>Duty</u>	<u>Per Week</u>	<u>Semester Total</u>
• 161 Class	8	120
• 161 Class Prep & clean up	2	30
• Office Hour	1	15
• Shop/Stock Clean Up	1	15
• Ta Work Calls	Variable (3.3)	50
• TA Training		
• Welcome week training		4
• L & S training		4
• Semester Reviews		2
Total	15.3	240

TIME SCHEDULE

- Section 1 is M, F 2:00-6:00
- Section 2 is T, R 2:00-6:00

Work calls as scheduled each semester (usually Saturdays)

SUPERVISOR

- Costume Studio Supervisor
- UT Production Manager

Signed _____ Dated _____