

DEPARTMENT OF THEATRE & DRAMA

**University of Wisconsin - Madison
Job Description**

Costume Fundamentals Teaching Assistant

8/27/07

DUTIES

- Assist Costume Studio Supervisor with T&D 263
- Attend all Lab sessions in section.
- Assist in instruction of 263 costume construction.
- Participate in costume shop clean up and organizational meetings
- Attend work calls as scheduled
 - During work calls assist in instructing Lab students from 160, 361, 561, 4th credit students in correct procedures to construct costumes.
- 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>
○ 263 Class	5	75
○ 263 Class prep & clean up	2	30
○ Office Hour	1	15
○ Shop/Stock Clean Up	1	15
○ TA Work Calls	Variable (6.4)	96
○ TA Training		
○ Welcome week training		4
○ L & S training		4
○ Semester Reviews		2
Total	15.4	240

TIME SCHEDULE

- Monday & Friday 8:30-10:45
- Work calls as scheduled each semester (May include Saturdays)

SUPERVISOR

- Costume Studio Supervisor

I have read and understand this job description (sign above)

Date