



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 70-2022/23  
DOCUMENT NO. 48-2022/23  
DATED 04/26/23

**COSTUME, MAKEUP, & HAIR SPECIALIST**

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

**SALARY SCHEDULE:** Classified

**SALARY RANGE:** 40

**WORK YEAR:** 261 Days

**REPORTS TO:** Director of Visual and Performing Arts

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Visual and Performing Arts, the Costume, Makeup, & Hair Specialist provides technical and artistic support for productions and courses, including the construction and maintenance of costumes and uniforms, providing design services when necessary, and performing related work as required at various district venues. The incumbents in this classification provide the school community with support in providing a quality arts program that 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.*

- Assists instructors in the instruction of students in costume and equipment construction, maintenance, and equipment use.
- Attends production meetings for performance events; collaborates with production team members.
- Coordinates costume labs at various sites, including tracking of assigned budgets.
- Coordinates, oversees, integrates, and participates in production areas beyond scenery, including the operation of other production equipment during productions.
- Drafts patterns, cut and construct costumes for events produced by the Arts department.
- Maintains costume and uniform storage, including the transportation, cleaning and repair of inventory; maintain records and inventories. Purchases materials needed for costume labs; research and purchase new equipment for costume labs; maintain lab equipment.
- Maintains essential reference binders (such as costume/makeup bible) for productions.
- Reads and researches plays and/or source materials to be produced.
- Serves as production manager for district events, when assigned.
- Supervise and schedule non-contracted staff, including students, as they work.
- Serves as production manager for district events, when assigned.
- Works with teachers and producers to coordinate and sequence activities and arrange details for rehearsals and performances.

- 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:**

- Performing arts, acting, musical, concert, dance, and visual art production/presentation with concentration in creative aspects
- Computerized and conventional professional staging, materials, equipment, and facilities
- Methods and problems of productions, especially costume, makeup, and hair

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

- Ensure the production of multiple programs throughout the school year
- Apply independent judgment and discretion in coordination with limited facilities
- Work with staff in stressful or high-pressure situations created by strict deadlines
- Work flexible hours including evenings and weekends, when required
- Teach and instruct others
- Ensure that safety is a priority focus construction, operation, and production of programs
- Build harmony among team members and convey aesthetic concepts

## **RESPONSIBILITY:**

Responsibilities include working under direct supervision using industry-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 REQUIRED:**

High School diploma or equivalency.

### **EXPERIENCE REQUIRED:**

Three (3) years of production, costume and makeup experience, or professional stitching and makeup experience.

**EQUIVALENCY:** A Bachelor's degree from an accredited college in Theatre Arts (Technical Emphasis) or related field, or completion of a certified Fashion Design Program can be substituted for three years of experience.

### **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
- Within six months of employment, obtain Industry-standard and OSHA certification 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 near electrical connections and tools. Requires work in evenings and on the weekend.

- Stand for extended periods of time and walk up to 100 yards
- Lift, carry, move weights of up to 75 pounds 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 shop equipment, calibration instruments and dials
- Auditory ability to hear and discern operating levels from equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view production displays
- Speaking ability to carry on ordinary conversations