

New

Ministry

Arts, Culture and Status of Women

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Costuming Assistant

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the UCHV Curator, the Costuming Assistant is responsible for the issuing, inventory, maintenance, and storage of interpretive costumes at the Ukrainian Cultural Heritage Village (UCHV). The UCHV interpreter costume collection includes reproduced and currently manufactured clothing and accessories that have been constructed or acquired to represent historic garments worn in east central Alberta from the late 1800s to the 1930s.

The Costuming Assistant is responsible for issuing historically correct clothing from the UCHV costuming collection to interpreters, volunteers and to participants of the Historic Children's Program, a week-long summer day camp offered in July and August. The position is also responsible for the care and preservation of the interpreter costumes by properly storing, laundering, mending and altering garments and by instructing interpreters how to care for the garments that have been issued to them. Historically correct costumes for front line staff is essential for the accurate portrayal of the site's mandate and themes, which contributes to visitors' appreciation and understanding of the site's historical significance.

The Costuming Assistant maintains a record of the costume inventory by entering costume loans into a database and by working with the Costume Coordinator and Curator to conduct a biennial inventory of garments and garment condition. This position also provides recommendations for garments that need to be acquired. With guidance from the Costume Coordinator and Curator, this position also produces and

sources historically-accurate interpreter costumes primarily in the fall/winter.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

The Costuming Assistant is responsible for issuing, maintaining, and storing historically accurate costumes for use by interpreters at the UCHV. This position is responsible for identifying garment quantities and sizes required to meet costuming needs and, with guidance from the Costume Coordinator and Curatorial, constructing and sourcing historically accurate clothing items. The Ukrainian Cultural Heritage Village includes historic buildings that represent various time periods ranging from the late 1800s to the 1930s. The interpretive costume collection is representative of these time periods and represents both Ukrainian and North American clothing. The Costuming Assistant is responsible for understanding the correct appearance of garments worn for interpretation.

Costume Issuing, Storage, and Inventory Management

Issues and retrieves costumes to/from interpreters at the UCHV, maintains costume storage at the UCHV, and documents garment loans and location to ensure interpreters are dressed in historically correct clothing, the location of garments is documented, and the collection is cared for by:

- Issuing costumes to interpreters at the UCHV to meet the defined costume needs of interpreters in character-specific roles, generic era-appropriate clothing, and clothing for identified safety needs (such as steel-toe footwear and cut-resistant gloves), while ensuring that the garment fit, and overall appearance is historically correct.
- Receiving costumes that are returned, inspecting the garments, and undertaking required maintenance.
- Documenting costume loans and garment location in a costume database.
- Working with the Costume Coordinator and Curatorial, conducting a regular inventory of interpretive costumes located at the UCHV.
- Identifying clothing items that are required to meet costuming needs at the UCHV.
- Properly storing clothing and clothing accessories in established storage locations.
- In cooperation with the Costume Coordinator, recommending and implementing storage methods aimed at improving the preservation of clothing and the ease of finding costume items.
- Providing the Costume Coordinator with recommendations of costumes to be discarded.

Costume Maintenance

Cleans, mends and cares for costumes to ensure costumes are well maintained and in good repair by:

- Cleaning and maintaining clothing items using methods appropriate for the garment material and type using techniques such as:
 - machine washing and drying
 - hand washing
 - air drying / drying flat
 - ironing and steaming
 - cleaning and polishing footwear
 - sanitizing footwear and headwear
- Identifying items that require drycleaning and obtaining prices for this service. Delivering and picking up drycleaning, as needed.
- Mending clothing on a priority basis for garments worn by interpreters and prior to storage.
- Identifying clothing that is worn or damaged beyond repair and, working with the Costume Coordinator and Curator, removing these garments from the collection.
- Providing information to interpretation staff on costume care and maintenance.

Equipment Operation and Maintenance

Operate and perform regular maintenance on a range of equipment used for costume construction, maintenance, and documentation by:

- Operating equipment and tools used for the purpose of constructing and maintaining costumes including but not limited to domestic sewing machines, sergers, garment steamers, irons, washing

machines, and dryers. Other equipment such as industrial sewing machines, looms, knitting machines, etc. may be operated as required.

- Identifying when machines require repair or servicing.
- Working with the Microsoft suite of software programs including Outlook, Word, Excel and Power Point.
- Working with the computer database documenting costume loans, laundry instructions, garment condition, costume storage location and inventory. Knowledge of FileMaker Pro is an asset.

Supervision / Training

Trains interpretation staff on issues relating to interpretive costumes by:

- Providing instruction on the correct appearance of the costume items issued.
- Providing instruction on the care and maintenance of costume items.
- Instruct staff on simple mending techniques, such as sewing on buttons, which can be completed in a manner that is historically accurate and does not cause further damage to the costume.
- As required, provide training on cleaning, maintenance and mending techniques to volunteers or other staff who are assisting in the UCHV costume workshop.

Costume Production, Acquisition and Alteration

Constructs and sources specified costumes with guidance from the Costume Coordinator and/or Curator and alters costumes, as required, to fit interpreters by:

- Altering costumes to fit interpreters while ensuring that the historically correct silhouette and appearance is maintained.
- Recommending construction techniques or garment detail changes that would improve costume longevity and ease of maintenance.
- In consultation with the Costume Coordinator and/or Curator, sourcing currently manufactured items that fill costuming needs.
- Sewing historically accurate garments when required, using patterns, fabric and instructions provided by the Costume Coordinator and/or Curator or copying the techniques used on an existing garment.

Problem Solving

Typical problems solved:

Working under the guidance of the Costume Coordinator, the position exercises creative problem solving by producing and maintaining costumes that are historically correct, while also being comfortable, enjoyable to wear, easy to alter, strong for long-term use and easy to repair.

Types of guidance available for problem solving:

Various resources can be accessed by the Costuming Assistant in order to address any problems that are encountered including:

- Consultation with Costume Coordinator and Curator
- Researching resource materials and garment samples located in-house.
- Production of test garments.

Direct or indirect impacts of decisions:

Impacts of decisions include:

- Garment success or failure. A successful garment:
 - fits the wearer comfortably and looks historically appropriate for the specific site and era while also allowing the wearer to accomplish required tasks without causing undue stress on the garment.
 - contributes to the accurate portrayal of historic sites' mandates and themes and to the interpreters' presentation of these sites.
 - addresses potential safety issues.
 - Interpreters are adequately costumed.

- Tasks are completed within allotted budget.

Failure to meet job requirements ultimately impacts the public presentation of the UCHV, and could negatively affect the perception and reputation of the Branch, Division and Department.

Key Relationships

Major stakeholders and purpose of interactions:

The Costuming Assistant reports to the UCHV Curator and works under the guidance of the Costume Coordinator.

The position also works with costumed interpretation staff by instructing them how to care for the garments that have been issued to them.

Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

Diploma (2 year)

If other, specify:

Tailoring or dressmaking certificate or equivalent

Job-specific experience, technical competencies, certification and/or training:

- Experience sewing, mending and altering clothing.
- An understanding of the requirements for garment storage and inventory.
- Good organization and communication skills.
- Working knowledge of fabrics and fabric care.
- Computer experience is an asset.
- Knowledge of historic costume is an asset.
- Valid driver's license.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	When a costume item is to be altered, the position will reference the work on other garments and will consult with the Costume Coordinator and/or Curator when the solution is not clear. When a new costume is produced, the position works under the guidance of the Costume Coordinator to produce sample garments for review.
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> • Plans based on past experience 	Ensures interpreters, volunteers and HCP participants have the garments needed to present an historically

		<ul style="list-style-type: none"> • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<p>accurate appearance, thereby contributing to a positive educational experience for visitors.</p> <p>Advises the Costume Coordinator and Curator of the garment needs to ensure that the costume collection is stocked with the garment types and sizes required to meet site interpretation needs.</p> <p>Ensures that the costume collection is maintained in good condition and garments are stored properly so they are preserved and easily located for efficient issue.</p>
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>Consults regularly with Costume Coordinator and Curator to determine costuming needs of the site.</p> <p>Communicates the need for proper costume maintenance to interpretation staff and volunteers.</p> <p>Maintains ongoing relationship with Interpretation staff and volunteers to understand their costuming needs and ensure garment success.</p>
Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>Considers various techniques, methods, fabrics, and notions when constructing, altering and mending costumes in terms of the way they affect the historical accuracy, wearability and durability of each garment.</p>

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

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Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____	_____	_____
Employee Name	Date yyyy-mm-dd	Employee Signature

_____	_____	_____
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature

_____	_____	_____
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature

_____	_____	_____
ADM Name	Date yyyy-mm-dd	ADM Signature