



# University of Wisconsin-Stevens Point

Internal/External

External

Position Title

Costume Shop Manager

UW System Title and Code\*

Instructional Specialist (S48)

Position Information

Principal Work Location: UW-Stevens Point Main Campus, Noel Fine Arts Center

Supervisor: Chair, Department of Theatre and Dance

Department

Theatre and Dance

Accredited by NAST and NASD, the Department of Theatre & Dance offers BFA degrees in Acting, Musical Theatre, and Design & Technology as well as BA degrees in Dance and Drama in a department of 200 undergraduate students. Admission to all department programs is by audition and/or interview only.

Located in the heart of Wisconsin in a community ranked among the nation's best places to live, UW-Stevens Point is where more than 7,500 students experience transformational learning in the arts and sciences. UWSP leads the Wisconsin System in the percentage of graduates who have studied abroad and produces more alumni who earn research doctorates than any of the state's regional comprehensive universities. UWSP is consistently rated among the Midwest's top public universities by U.S. News and World Report.

Department Description

We are a department within a regional state institution in central Wisconsin committed to fostering a learning environment that develops global citizen artists with individual voices who will inspire, create and achieve. We value experiential learning that prepares students to be theatre and dance artists and innovators. As a Department, we are committed to creating an equitable, inclusive, and accessible educational environment for all of our students. See [Advocacy, Allyship & Access](#) committee for more information.

Part of UW-Stevens Point's School of Performing Arts, The Department of Theatre & Dance is housed in the Noel Fine Arts Center with facilities that include a 372-seat proscenium theatre, a 150-seat black box theatre, two professional dance studios, dedicated costume, property and scenery shops, and multiple rehearsal spaces. The UW-Stevens Point College of Fine Arts & Communication is recognized as one of a few within the country to be fully accredited in Art & Design, Dance, Music, and Theatre. See our website for further information: [www.uwsp.edu/theatre-dance](http://www.uwsp.edu/theatre-dance).

University Description

Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit [www.joinuwsp.org](http://www.joinuwsp.org) for more information about UW-Stevens Point and [www.everythingpointshere.com/](http://www.everythingpointshere.com/) for more information about the Stevens Point community.



University of Wisconsin  
**Stevens Point**

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[Human.Resources@uwsp.edu](mailto:Human.Resources@uwsp.edu)

Position Summary	<p>UW-Stevens Point Department of Theatre and Dance seeks a part-time Costume Shop Manager who will run the day-to-day activities of a high functioning costume shop. Each year, the Department of Theatre and Dance produces an eight-show performance season that includes two staged reading, two play, two musicals, and two dance concerts.</p> <p>The costume shop manager is charged with running the costume shop, managing student employees and practicum students, monitoring and organizing costume stock and storage, conducting costume fittings, making alterations, and planning, drafting patterns, and constructing costumes for each show in the performance season.</p> <p>The position will require some weekend and evening hours related to the production calendar for each of the eight shows.</p>
Required Qualifications	<ul style="list-style-type: none"> <li>- Excellent sewing and construction skills</li> <li>- A collaborative nature</li> <li>- Excellent time management and communication skills</li> </ul>
How To Apply	<p>Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How To Apply” document for more information.</p>
Anticipated Appointment Date	<p>August 23, 2021</p>
Terms of Employment	<p>This is a 9-month, Academic Staff academic appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.</p> <p>UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$32, deductibles starting at \$250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our <a href="#">Total Rewards page</a>.</p>
Required Materials	<p><b>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</b></p> <ul style="list-style-type: none"> <li>- Cover letter addressing qualifications and experience</li> <li>- Resume</li> <li>- Contact information for three professional references</li> </ul> <p>Official Transcripts required of finalist</p> <p>Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.</p>
Position Contact	<p>For additional information regarding the position, please call or email:  Chair, Search and Screen Committee  Email: <a href="mailto:Michael.Estanich@uwsp.edu">Michael.Estanich@uwsp.edu</a>  Phone: 715-346-2500</p>
Human Resources Contact	<p>If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:</p>



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## Special Notes

Anna Golackson-Timblin

Email: [human.resources@uwsp.edu](mailto:human.resources@uwsp.edu)

Phone: 715-346-2606

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, "Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world."

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or [hr@uwsp.edu](mailto:hr@uwsp.edu).

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at <http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx>

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

\*The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same. For more information please visit: [wisconsin.edu/ohrwd/title-and-total-compensation-study/](http://wisconsin.edu/ohrwd/title-and-total-compensation-study/)."



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