

Maranatha Baptist University
Job Description

Job Title: *Costume Cottage: Seamstress*

Department:	Humanities	Supervisor:	Chair, Humanities
Employee Name:		Employee Classification:	S-3
Prepared by:	Angela Morris	Date Updated:	February 2022

Summary

The seamstress works as an assistant to the Costume Cottage Supervisor. This individual assists wherever needed to support the supervisor and help in sewing apparel and costumes used for theatrical productions, musical ensembles, student body, staff, and faculty when required; occasionally assists the student workers.

Essential Duties

- Must be able to follow directions to alter and hem choir outfits
- Assists in cutting out costumes under the direction of the supervisor
- Must be able to use industrial machines: serger, sewing machines, blind hemmer with lessons as needed
- Sew costumes
- Clean and organize costumes as needed
- Help deliver costumes to gym
- Help with shopping and swatching as needed
- Supervise student workers when supervisor is not available
- Help student workers understand the sewing projects if supervisor is unavailable
- Help with laundry at the end of a play run
- Help backstage during production
- Help with hair, if possible, during production
- As an employee of Maranatha, you are expected to help accomplish the mission in ways that include but are not limited to: leading students in prayer, giving Biblical advice, mentoring in spiritual matters, helping students develop Christian maturity, and teaching the Word of God. This leadership of students should be accomplished through direct communication with the students, and it must also be accomplished by the example you set in your personal life both at and away from the ministry.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, or abilities required for the position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- *Possess a servant's heart*
- *Able to sew garments*
- *Has knowledge of altering garments: hems, side seams, etc.*
- *Able to sew small items and very large, gathered skirts*
- *Able to listen to and accurately follow directions both written and oral*
- *Iron garments*

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- *Sit at a sewing machine for up to 8 hours a day*
- *Stand for a few hours at a time*
- *Carry up to 25 pounds*
- *Go up and down stairs*
- *Bend at waist and below*

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- *The cottage is within walking distance of the campus.*
- *The cottage is air-conditioned and heated. Daily maintenance of building should be observed and kept. More difficult maintenance as needed can be submitted to the maintenance and grounds crew for their assistance.*
- *The environment is quiet until customers and students arrive*

Evaluation

Performance of this position will be evaluated under the provisions of this description and policies of the Maranatha Baptist University *Staff Handbook* by the Costume Cottage Supervisor and Humanities Department Chair as needed.