

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title: Costume Tailor**

**Class Code: 7951**

**Pay Grade: 407**

**GENERAL CLASS DESCRIPTION:**

Under general supervision, constructs and alters costume wardrobes and related accessories from design drawings or verbal request by applying principles of garment construction, styling and related handicraft skills. Performs alterations requiring special techniques to adapt costumes to each production use. Trains and functionally supervises student assistants using the costume shop in accordance with the policies of the costumer/designer.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Takes measurements and makes individual patterns for garments or alters existing patterns to fit new measurements.
2. Cuts and assembles garments using various machine and hand sewing methods and a wide variety of fabric.
3. Alters tailored costumes to fit performer's measurements.
4. Consults with designers on costume construction problems and minor design changes.
5. Makes and alters hats, shoes, jewelry and other non-textile costume elements using a variety of craft material such as plastic, rubber, paint, and hot glue.
6. Constructs and applies details such as buttons, collars and period ornamentation.
7. Washes, irons and dyes fabric as needed.
8. Keeps record of supplies needed and costumes rented.
9. Performs other related functions of textile design, creation and alteration.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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**KNOWLEDGES, SKILLS AND ABILITIES:**

1. Ability to follow written and oral instructions.
2. Ability to communicate effectively with others.
3. Ability to operate various fabrication tools used in textile alteration.
4. Skill in altering, constructing, and tailoring clothing and accessories.
5. Skill in washing, ironing, and dyeing fabric.
6. Ability to exercise functional supervision over student employees.
7. Ability to organize and prioritize multiple tasks.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Two years tailoring or seamstress experience with personal sewing involving complete construction and alteration of tailored garments substituting on the basis of three years experience equaling one year of full-time paid experience, or
2. Two years education and training with a major in textiles and clothing, or
3. Any combination of the above related education and experience totaling two years.

**REVISION EFFECTIVE: November 1, 2002**