WAVERLY COMMUNITY SCHOOLS
Position Announcement

Job Title:	Costume Designer Spring 2027		
Location:	Waverly High School	**Start Date:**	January 2027
Salary Range/ Level:	$20.00/hour	**Terms of Employment**	Length of Show
Date Posted:	November 12, 2026	**Application Deadline:**	Until Filled
Application Process:	A COMPLETED ONLINE APPLICATION IS **REQUIRED**. (See application instructions at Costumer Designer Spring 2027 Resume and cover letter may be: • Attached within the online application (preferred) • Faxed: (517) 321-8577 • Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917		

Job Description

JOB SUMMARY

These positions are responsible for designing the costumes, makeup, and hairstyles of the theatre production for which the individual was hired, fall or spring, respectively. The job title includes involvement in all production phases, including pre-production, audition preparation, auditions, rehearsal period, production meetings, technical and dress rehearsals, and performances. This position is responsible for following established policies and procedures to assist with production needs in consultation with the Theatre and Events Manager. The schedule for this position typically includes some attendance at rehearsals for a minimum of 8 and a maximum of 12 weeks, in addition to weekend hours during the performance week(s). Other hours are at the discretion of the individual hired.

ESSENTIAL JOB FUNCTIONS

Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:

- Following and enforcing safety procedures and policies, including assisting with supervision of rehearsals and performances.
- Reporting defective and hazardous equipment and conditions.
- Assisting in the supervising of theatre productions and rehearsals.

- Clearly communicating a vision to the artistic team.
- Designing costumes, hair, and makeup to compliment the director's vision.
- Sewing and altering costume pieces.
- Demonstrating hair and makeup techniques to students in a patient and helpful manner.
- Attending production meetings & check-ins.
- Collaborating with the artistic team to solve problems.
- Collaborating with the Theatre & Events Manager to schedule costume work days, fittings, costume parades, and any other necessary work in theater spaces.
- Following established procedures to obtain or assist the Theatre & Events Manager in obtaining necessary costumes, notions, fabric, or other materials related to costuming work.
- Creating a positive environment for students to learn.
- Attending rehearsals as needed, making good use of the time to support student needs.
- Reading and understanding policies and theatre documentation.
- Supporting the production as needed, in collaboration with the Theatre & Events Manager.
- Performing other duties as assigned by the building principal or district administration.

QUALIFICATIONS

Education and Experience:

- Experience with sewing and costuming.

Knowledge, Skills and Abilities:

- Excellent oral and written communication and human relations skills.
- Ability to read and write theater documentation.
- Ability to exercise good judgment, resourcefulness, and maintain effective working relationships with staff, students, and the community.
- Working knowledge of theatre terminology and acting techniques.
- Knowledge of computer systems such as Microsoft Office Suite and other relevant software programs and their applications.
- Ability to demonstrate the character traits of respect, responsibility, honesty, and caring when interacting with staff, students, and community members.

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below 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 individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl,

talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

WORK ENVIRONMENT

The noise level in the work environment is typical for a school theater. There can be moments of quiet, or moments of high activity depending on the situation.

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

Notice of Non-discrimination

Non-Discrimination

The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at (517) 319-3031) or msavage@waverlyk12.net.