



Position Open Notice
Lead Costumer
Part-time
Thatcher, Arizona

College and Area Information:

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

Position Summary and Organizational Relationship:

The Lead Costumer position reports to the Director of Fine Arts and will perform a variety of duties that supports the department's creative vision by sourcing, designing, and maintaining costumes that meet production needs, while collaborating with directors, designers, and technical staff to deliver high-quality results. This is a part-time position generally consisting of no more than 19.5 hours per week as scheduled by the supervisor

Required Qualifications:

Required qualifications to effectively perform job. An equivalent combination of education, training, and experience will be considered.

- High school diploma or GED equivalent, required.
- Ability to sew, alter and fit costumes.
- Proficiency with sewing machines, design software (e.g., Adobe Creative Suite), and costuming tools

Preferred Qualifications:

- Self-starter who works well under moderate supervision and with close co-worker relationships.
- Degree in Costume Design, Theatre Arts, or other related field
- 2+ years of customer service or costuming experience; prior theatre or fine arts costuming work is advantageous
- Strong communication, problem-solving, organization, empathy, and ability to work independently and collaboratively

Essential Functions:

- Coordinate the use and maintenance of the costume shop and equipment.
- Develop, maintain, and supervise the use of the College's costume collection and inventory records.
- Manage and maintain stock of costuming supplies (fabrics, threads, notions, etc.).
- Mentor and coordinate the activities of part-time costuming staff and student work study employees.
- Coordinate and supervise construction schedule and assign project tasks.
- Attend assigned production meetings and division faculty/staff meetings.
- Coordinate purchases and budgetary needs with the Director of Theatre.
- Supervise costume design, fabric purchases, and wardrobe construction to ensure that products cohesively support production needs, artistic vision, character portrayal, and storyline for selected productions.
- Study selected scripts to align costume design with each character's background, social position, emotional changes, and development along with the production's style, setting, and tone.
- Coordinate costume decisions and prop choices with artistic director along with the staff supervising sets, hair/makeup, and lighting to ensure that wardrobe design and fabric choices visually align with other production/visual elements.
- Locate, acquire, and select appropriate costume pieces, props, and accessories.
- Coordinate the cleaning, repair, and storage of costumes and accessories after each production.
- Establish cooperative working relationships; advise and effectively interact with volunteers, staff, faculty, students, and other personnel.

Knowledge, Skills and Abilities:

May be representative, but not all-inclusive, of those knowledge, skills, and abilities commonly associated with the job.

- Organized thinker with exceptional attention to detail.
- Excellent communication skills, both verbally and in writing.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Excellent customer service skills.
- Ability to use Windows electronic communication and information tools and Microsoft Office products and general office equipment.
- Excellent customer relations demeanor and skills.
- Ability to communicate effectively in both oral and written formats with diverse audiences.
- Detail oriented with good computer, typing, and data entry skills.

Physical Abilities:

Activities commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Required to use close vision and be able to focus.
- Regularly required to talk and hear; frequently required to sit, stand and bend at the knee and waist, and walk.
- Must be able to have repetitive wrist, hand and/or finger movement to type and work on computer.
- Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment.
- Regular attendance is a necessary and essential function.
- Work is performed in an office environment.
- Subject to standing, walking, sitting for extended periods of time; bending, reaching above the shoulders and horizontally to retrieve files and supplies; kneeling and occasional lifting of objects up to 15 pounds.

Working Environment:

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Work is performed in an office environment under general office conditions.
- Exposed to moderate noise levels.
- Typically in a theatre, arts center, or fine arts department studio.
- May require irregular hours, including evenings and weekends during technical rehearsals or performances.
- Seasonal or project-based work; some positions have peak workloads before shows open

Application Information:

Applicants should send a resume, a cover letter addressing each of the required qualifications and describing experience related to the position responsibilities and a signed copy of the EAC application form, available on EAC's website ([EAC Application Form](#)). Application materials can be emailed to careers@eac.edu or mailed to the address listed below:

Eastern Arizona College
Human Resources – SS 209
615 N. Stadium Avenue
Thatcher, AZ 85552-0769

The submission of all required application materials for the screening committee's review is the responsibility of the applicant. Applicants must be prepared to interview at their own expense.

Closing Date:

The position is open until filled. Review of applications will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is **\$21.08 per hour**. The anticipated position start date is **August 3, 2026**, or as soon as practical once the successful candidate is identified.

Questions:

Human Resources Department
Voice: (928) 428-8915
FAX: (928) 428-2580
E-mail: Careers@eac.edu

EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities.

Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at <https://eac.edu/student-life/campus-safety.php>. A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ.

A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at the EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ.

A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.