

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST 2018-2019

Internal Use
#: 11

Requester Name: Titian Lish **Division Name:** Arts and Humanities

SUMMARY INFORMATION

Title of Position Being Requested: (Note: Please also attach a current or proposed district [job description](#))

Performing Arts Specialist - COSTUME

Position Will Reside in Division/Unit:

Arts and Humanities

Indicate To Whom this Would Report:

Dean of Arts and Humanities (in collaboration with the Theater Coordinator)

Indicate if this position or a similar position has been presented to RAC previously and in what years:

2016 - Presented as Costume Lab Tech
2017 - Presented as Performing Arts Specialist - Costume

The position is:

New

Number of Hours per Week: 20

Number of Months per Year: 12

Increase for an existing funded position

From: 9 10 11 Months

To: 10 11 12 Months

OR From: _____ % to _____ %

Name of Person Currently Holding Position: _____

New Categorically funded position (information only; position not ranked)

Number of Hours per Week: _____

Number of Months per Year: _____

SECTION 1: PROGRAM NEED

What key responsibilities would this person assume?

The Performing Arts Specialist (COSTUME) is responsible for the day-to-day operations of the Theatre costume shop and supervises all activities associated with the shop.

- Maintains and Organizes of the space, materials, tools, and chemicals used in costume construction
- Manages of the training of students in the technical theater classes on how best to handle chemicals, such as bleaches, chemical dyes, powdered dyes, etc.
- Manages the safe and sanitary storage of costumes and tools used in construction such as sewing machines, sergers, cutting tools, dye pots, and gravity irons
- Schedules students enrolled in technical theatre courses for costume lab use
- Assists the instructor in during class time on the technical aspects of costume construction and the proper and safe use of associated machinery
- Produces sketches, patterns from costume renderings, and verbal instructions for production design
- Performs designing, patterning, construction, assembling, and fitting of costumes for departmental productions
- Performs alterations generated from fittings and dress rehearsals
- Ensures that costumes maintain their appearance through proper care, cleaning, and storage

List other Personnel in the Unit (i.e. with shared or similar responsibilities):

For the last three years, the Theater Department has a combined need of >900 hours of costume management per year, for the instructional classes and many main productions per year. We will have 4 shows this year, 1 children's theater production, and a musical theater showcase. All of this is done with Independent Contractors or professors volunteering their time.

Currently the Theater department struggles to hire qualified costumers for our productions under the current model, as the Theater Department simply cannot pay the appropriate hours an wages. We beg, often. When we do hire costumers, it is through the Gen Funds available, or our co-curricular accounts, as Independent Contractors. We do not, however, have anyone permanently on the books. As such, it can be very difficult to find professionals to work within our class and performance hours on a consistent basis.

SECTION 1: PROGRAM NEED (contd)

Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (refer to your program review relating to human resources.) You may use narrative or relevant data.

Since 2012, the Theater Arts department has massively expanded their production size and frequency. Prior to 2012, we had on average 2 productions per year, in a smaller performance space (the 800 building). Once the size in the productions and spaces increased, so did the size in cast members, costume needs etc.

As an example: a single production (Titanic) required 84 hours during performance, tech week, costume parade, and costume fitting alone. This did not include the hundreds of hours of sewing, procurement, research, design, alterations, etc. that were required. Titanic had over 200 costume pieces that require modification, care, design, and maintenance during the summer. This is not unique to this production, and is a common amount of work in all of our productions.

When the show ended, as there was no costume design/staff on site, the responsibility fell on me (Titian Lish) to wash, dry, hang, and return to storage all of the used costumes. This process took more than 8 unpaid days of my summer... doing laundry and inventory, returning costumes to companies we have rented from, etc. Students are generally not available, as summer classes have ended.

This production was not unique in scale, or process.

And/or provide additional information supporting a need for this position and resulting impact on students or program:

SECTION 2: STUDENT LEARNING AND SUCCESS

Explain how this position will contribute to and/or support student learning and success:

Without this position our students will continue to have an incomplete understanding of the technical fields in the arts and how they can find employment in them professionally. As our goal in the CTE program is to send extremely capable techs into the field, we have to have all of our bases covered. This includes setting a professional standard in all of our lab spaces (lighting, design, and costume labs).

Students need to be able to understand the totality of costume design, running a shop, and producing shows. Having the ability to assist a costumer, regularly, and see their work, aids greatly in the student understanding of the complications of costuming, and the validity of it as a trained profession.

Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:

A recommendation for the college by the visiting team states: "To improve institutional effectiveness, the college should evaluate its faculty, staff, and administrative needs at all areas of the college and use the results of these evaluations to ensure an administrative structure, faculty, and classified staffing level that focuses on program needs and reflects the institution's purpose, size, and complexity. Additionally, the College should develop a comprehensive staffing plan at the programmatic level. (III.A.2, IV.B.2.A)."

This suggests that staffing needs be evaluated at a PROGRAM level. Hiring a Performing Arts Specialist (COSTUME) for our growing and highly public theater program would most certainly have a positive impact in this recommendation. More than 5000 people attended theater events last year. We should be putting out high quality work in all areas of technical theater.

SECTION 3: LPC MISSION AND PLANNING PRIORITIES

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ **Establish regular and ongoing processes to implement best practices to meet ACCJC standards.**
- ❖ **Provide necessary institutional support for curriculum development and maintenance.**
- ❖ **Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.**
- ❖ **Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.**

Indicate how this position supports the College's mission and/or planning priorities:

LPC is an inclusive learning centered institution...for completion of students' ...career-technical, and re-training goals:

As a CTE program, we are dedicated to preparing our students for technical careers in the arts. Like with our stage tech and instructional assistant, a lab tech would mean providing the necessary support for curriculum in the CTE program. This position will provide a massive amount of assistance in the CTE program and overall production courses. As one of the driving factors in college choices for theater students (production quality) our shows and tours serve as a strong recruiting force for the college and a career training ground for our theater artists and technicians.

Expand Tutoring Services:

As there is really no way for the college tutoring centers to provide direct tutoring in costume (or any active theater field) the Performing Arts Specialist (Costume) can fill at least some of that educational void.

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

This need was described explicitly in a Program Review (Year 2016-2018).

This need was implied in a Program Review (Year _____).

This need was not included in a Program Review, but has become a need since that time.

Explain, including language from Program Review (if available):

2018 Program Review:

"Costume Lab Technician – with 3-5 main productions per year, the theatre program manages, designs, sews, builds, cleans, stores, and rents over 1000 costumes per production season. Currently, the organization, rental, dry cleaning, and laundering of these costumes rests on the single full time faculty member and sometimes students (if they are available, which they are not always, since these tasks can't always be done in class). On 2016 and 2017 Program review"

2017 Program Review:

"We continue to need additional technical support to build the design needs of the program and meet the needs of the rentals and other programs on campus. The Performing Arts Specialist (COSTUME) would be responsible for costume design and maintenance of the theater costume process."

2016 Program Review:

What are your most important plans (either new or continuing) for next year?

"Costume Lab Tech to manage, design, and assist in the training of students in costuming"

SECTION 5: SAFETY (if applicable)

Explain how this position will improve safety on campus or within your unit:

Not Applicable

SECTION 6: COSTS*

Estimated Increase or Proposed Annual Salary Cost:	\$	<u>26,819.00</u>
Estimated Benefits Cost:	\$	<u>14,750.00</u>
Total Cost for Position:	\$	<u>41,569.00</u>

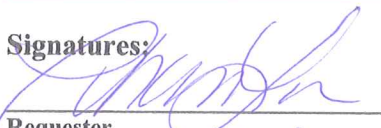
NOTE:

Full Time = 20-40 hours per week or 50% - 100%
Regular Hourly = 18 hours or less per week (<50%)

**Costs: For accurate costs, requestor must contact the College Administrative Services Technician in the LPC Office of Administrative Services (ext. 1632).*

SECTION 7: REVIEWS

Signatures:



Requester
Sharon Davidson
College Administrative Services Technician
Office of Administrative Services

10/11/18
Date


Dean/Unit Administrator

10/18/18
Date

10/16/18
Date


Vice President

10/19/18
Date