

MELISSA PENKAVA KOZA
Costume Shop Manager & Production Coordinator
Wichita State University School of Performing Arts
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EDUCATION

MFA - Master of Fine Arts in Theatre, Technical Design and Production <i>Concentration in Costume Design and Technology</i> <i>Secondary Concentration in Lighting Design and Technology</i> <i>THESIS: Rosencrantz and Guildenstern are Dead</i> <i>Director: Paul Revaz</i>	<u>The University of Memphis</u>	<i>Memphis, TN</i> 2014
BM - Bachelor of Music, Vocal Performance Theatre Minor <i>Graduated Cum Laude</i>	<u>Bowling Green State University</u>	<i>Bowling Green, OH</i>
High School Diploma <i>Dual Enrollment at Lorain County Community College, Elyria, OH</i>	<u>North Ridgeville High School</u>	<i>North Ridgeville, OH</i>

THEATRICAL EMPLOYMENT HISTORY

Costume Shop Manager and Production Coordinator <ul style="list-style-type: none">• Supervises the build/creation of costumes for all department productions.• Manages and coordinates incoming rentals for departmental productions.• Prepares, checks out, and receives returns of outgoing rentals; invoices rental fees appropriately.• Trains student employees with sewing skills in the costume shop.• Plans and leads the costume construction process.• Ensures timely deadlines are met.• Maintains clear organization of costume stock and supplies.• Performs routine maintenance and troubleshooting of sewing machines.• Trains and supervises wardrobe crew during production weeks.• Provides sewing and measurement demonstrations in Faculty Costume Designer's Practicum courses• Coordinates adherence to budgets; tracks all costume area expenditures.	<u>Wichita State University</u>	<i>2018–Present</i> <i>Academic Years</i>
Costume Designer and Shop Supervisor <ul style="list-style-type: none">• Supervised and designed costumes for all department productions.• Managed and coordinated rentals as necessary (incoming and outgoing).• Taught sewing skills in the costume shop; planned and lead the costume construction process.• Scheduled and recorded lab hours in the costume shop for approximately 175 "Intro to Theatre" students each semester. Each student was required to put in at least three hours of work per production.• Ensured timely deadlines were met.• Maintained clear organization of costume stock and supplies.• Performed routine maintenance and troubleshooting of sewing machines.• Coordinated adherence to budgets.	<u>Saginaw Valley State University</u>	<i>2015-2016</i> <i>Academic Year</i>
Costume Shop Supervisor <ul style="list-style-type: none">• Supervised and advised students on the costume build for each season production.• Managed students' weekly work schedules and workloads and ensured timely deadlines were met.• Introduced beginning and advanced sewing techniques.• Supervised work-study students and student volunteers.• Assisted students with time management and transitioning to campus life.	<u>Rhodes College</u>	<i>2014-2015</i> <i>Academic Year</i>

Graduate Assistant	<u>The University of Memphis</u>	<i>2011-2014 Academic Years</i>
<ul style="list-style-type: none"> • Supervised student workers and maintained a high standard of workmanship. • Served as cutter/drafter and led a stitching team. • Constructed costumes for three collegiate seasons. • Helped students foster a sense of pride in their work 		
Stitcher	<u>Opera Theatre of Saint Louis</u>	<i>2013 Season</i>
<ul style="list-style-type: none"> • Stitched on a draping team run by Claudia Rodriguez • Constructed several bustle gowns for <i>The Pirates of Penzance</i>. • Constructed many yards of harlequin diamond patchwork fabric for the character of "Beppe" in <i>Pagliacci</i>. • Completed alterations on garments as assigned. 		
Stitcher/Costume Shop Assistant	<u>Bowling Green State University</u>	<i>2007-2011 Academic Years</i>
<ul style="list-style-type: none"> • Assisted shop manager with stock maintenance and all projects as assigned. • Worked independently to build costumes without detailed instructions. 		
Costume Assistant	<u>The Huron Playhouse</u>	<i>2009 Season</i>
<ul style="list-style-type: none"> • Completed alterations on pulled and rented garments • Styled hair and applied makeup. • Ran and led wardrobe crew backstage. • Planned and executed quick changes. • Maintained sewing machines. 		

NON-THEATRICAL EMPLOYMENT HISTORY

Bookkeeper, Marketing & Office Manager	<u>Omaha Tree Service, Inc.</u>	<i>Oct. 2016– Aug. 2018</i>
<ul style="list-style-type: none"> • Handled daily bookkeeping and invoicing in Quickbooks and maintained accurate financial records. • Provided excellent customer service at the front desk and over the phone. • Monitored Accounts Receivable and issues monthly statements. • Assured timely fulfillment of financial obligations and Accounts Payable. • Computed and filed sales tax and heavy highway use tax returns. • Updated social media accounts and maintained company website using Wordpress and cPanel. • Provided office technical support for computers, mobile phones, copier/printer, networking, and file-sharing. • Designed company order forms and marketing materials. • Planned company marketing campaigns, events, and parties. • Answered telephones (multi-line system) and relayed messages. 		
Editor	<u>Wordsmith Pros</u>	<i>Aug. 2013– Aug. 2018</i>
<ul style="list-style-type: none"> • Edited and proofread mystery shopping reports for grammar, spelling, accuracy, and consistency. • Adjusted to variable workload to ensure deadlines are met. • Coordinated with team leaders editing reports for Apple Inc. 		
Editor	<u>Intellishop, LLC</u>	<i>May 2010– Oct. 2010</i>
<ul style="list-style-type: none"> • Proofread reports submitted by mystery shoppers before being sent to clients. • Edited reports for correct spelling, grammar, accuracy, and consistency. 		
Administrative Assistant	<u>Five Star Technologies</u>	<i>May 2008– Aug. 2008</i>
<ul style="list-style-type: none"> • Assisted in the organization of materials for trade presentations • Answered phones and relayed messages • Entered and maintained customer records and contact information • Maintained supply stock and placed orders for replenishment. • Collected and distributed daily postal deliveries. • Booked travel arrangements for senior company members. 		
Apparel Department Team Member	<u>Jo-Ann Etc.</u>	<i>Oct. 2005– Aug. 2007</i>
<ul style="list-style-type: none"> • Sold, cut, and organized fabric • Assisted customer with their creative sewing and craft projects. • Led introductory scrapbooking classes. • Ran in-store demonstrations of the Cricut cutter and other new products • Taught summer kids' sewing camps. 		

TEACHING EXPERIENCE

Adjunct Instructor

Wichita State University

2019-2020

THEA 180B, Practicum: Costume (Fall 2019, Spring 2020)

Academic Year

- The companion course to THEA 253 (Costuming for the Stage and Film). This course provides instruction on introductory hand- and machine-sewing techniques and lab/backstage work on wardrobe crews.

THEA 380B, Practicum: Costume (Fall 2019)

- This course provides instruction on introductory hand- and machine-sewing techniques and backstage work on wardrobe crews. Students also produced a more advanced project for a show (in this case, a petticoat).

THEA 510, Design Project (Fall 2019)

- Independent study with Katie Goetz as she designed costumes for Love Me, or Leave Me. I mentored her through the design process and helped her set deadlines and expectations.

THEA 375B, Directed Projects in Costume Design & Construction (Spring 2020)

- Independent study with Katie Goetz as she designed costumes for [title of show]. I mentored her through the design process and guided her each step of the way. Encouraged self-reflection and assessment.

- Mentored students in theatrical and academic areas.
- Served as Faculty Advisor for 12 students.
- Graded assignments and assessed student progress.
- Uploaded course content to online course framework software for student and administrative access.
- Designed and implemented appropriate coursework.

Adjunct Instructor

Saginaw Valley State University

2015-2016

THEA 290, Intro to Costume Construction

Academic Year

- A course designed to take beginner sewers through the basics of hand- and machine-sewing and their uses in theatrical costuming. Students produced a sampler of hand- and machine-sewing techniques, a drafted and constructed body block, a rehearsal skirt, a period vest, and a garment of their choice.

THEA 390, Costume and Makeup Design

- A course introducing students to the initial script and character analysis required for costume and makeup design, as well as beginning rendering techniques. Student produced a set of renderings for a show of their choice and had to present their designs and defend their choices to the class. Several students completed the course under independent study.

THEA 128A, Introduction to Theatre

THEA 128B, Theatre in Performance (Communication Intensive)

- Mentored students in theatrical and academic areas.
- Graded assignments and assessed student progress.
- Uploaded course content to online course framework software for student and administrative access.
- Designed and implemented appropriate coursework.

Costume Shop Supervisor

Rhodes College

2014-2015

- Introduced beginning and advanced sewing techniques.
- Encouraged students to explore basic patterning and draping.
- Assisted students with time management and the transition to college and campus life.

Academic Year

Instructor

The University of Memphis

2013-2014

THEA 1610, Introduction to Theatre

Academic Year

- Gave an abridged overview of theatre history from the Greeks until modern times.
- Emphasized the importance and functions of the different roles in a theatrical production.
- Encouraged critical thought through writing true emotional and honest responses to live theatre productions.
- Organized a group project which began with the development of a script and culminated in a fully performed and designed scene.

Teaching Assistant <u>THEA 1610</u> , Introduction to Theatre	<u>The University of Memphis</u>	2012-2013 <i>Academic Year</i>
<ul style="list-style-type: none"> • Taught two to three lectures per semester. • Assisted with grading papers and exams. • Instructors of Record: John Yorke (Fall 2012); Brian Fruits (Spring 2013) 		
Costume Shop Assistant	<u>Bowling Green State University</u>	2007-2011 <i>Academic Years</i>
<ul style="list-style-type: none"> • Instructed Intro to Theatre students on basic hand sewing techniques. • Assisted colleagues with decision making and problem solving. • Guided new coworkers in their onboarding processes. 		
CREATIVE ACTIVITY – COSTUME TECHNOLOGY & CONSTRUCTION		
Costume Shop Manager; Cutter/Draper/Dyer/Crafts Artisan	<u>WSU School of Performing Arts</u>	2018-Present <i>Academic Years</i>
<ul style="list-style-type: none"> • <i>The Search, Seussical, The Complete Works of William Shakespeare: Abridged, Comedy of Errors, L'enfant et les sortilèges, Gianni Schicchi, Love Me or Leave Me, The Moors, Anything Goes, Thrilled to Announce, Così fan Tutte, [title of show], She Moved the Prairie, The Monty Hall Problem, Voices in the Void, [title of show], Keepers of the Flame, Love's Labor's Lost, Dance Concerts, The Scarlet Letter</i> 		
Cutter/Draper/Stitcher (Overhire)	<u>Music Theatre Wichita</u>	May/June 2019
<ul style="list-style-type: none"> • <i>An American in Paris</i> 		
Wardrobe Supervisor	<u>Opera Omaha</u>	April 2018
<ul style="list-style-type: none"> • <i>Proving Up</i> 		
Wardrobe Assistant	<u>Opera Omaha</u>	August 2017
<ul style="list-style-type: none"> • <i>Opera Outdoors</i> 		
Costume Coordinator	<u>Opera Omaha</u>	June 2017
<ul style="list-style-type: none"> • Off-season consultation and warehouse organization 		
Wardrobe Assistant & Dresser	<u>Opera Omaha</u>	November 2016
<ul style="list-style-type: none"> • <i>La Bohème</i> 		
Wardrobe Assistant	<u>Opera Omaha</u>	September 2016
<ul style="list-style-type: none"> • <i>Opera Outdoors</i> 		
Costumer	<u>Saginaw Valley State University</u>	2015-2016 <i>Academic Year</i>
<ul style="list-style-type: none"> • <i>The Game's Afoot, SAFE, Terra Nova, The Legend of Sleepy Hollow</i> 		
Costume Shop Supervisor	<u>Rhodes College</u>	2014-2015 <i>Academic Year</i>
<ul style="list-style-type: none"> • <i>Thebes, The Good Woman of Setzuan</i> 		
Cutter, Draper, and Stitcher	<u>U of M Dept of Theatre & Dance</u>	2011-2014 <i>Academic Years</i>
<ul style="list-style-type: none"> • Three complete collegiate theatre seasons, including <i>The Phantom of the Opera, Rosencrantz & Guildenstern are Dead, Medea, The Government Inspector, Arabian Nights, The Threepenny Opera, and more.</i> 		
Costume Assistant	<u>U of M School of Music</u>	November 2014
<ul style="list-style-type: none"> • <i>The Marriage of Figaro</i> 		
Wardrobe Assistant & Dresser	<u>Opera Memphis</u>	October 2013
<ul style="list-style-type: none"> • <i>Rigoletto</i> 		
Stitcher	<u>Opera Theatre of Saint Louis</u>	Spring Season 2013
<ul style="list-style-type: none"> • <i>The Pirates of Penzance, Il Tabarro, Pagliacci, Champion</i> (World Premiere) and <i>The Kiss</i> 		
Costume Assistant	<u>U of M School of Music</u>	April 2013
<ul style="list-style-type: none"> • <i>Don Giovanni</i> 		
Costume Assistant	<u>U of M School of Music</u>	November 2012
<ul style="list-style-type: none"> • <i>Summer and Smoke</i> 		
Stitcher & Costume Assistant	<u>Bowling Green State University</u>	2007-2011 <i>Academic Years</i>
<ul style="list-style-type: none"> • Four complete collegiate theatre seasons, encompassing more than 25 plays, musicals, and operas. 		
Costume Coordinator	<u>Bowling Green State University</u>	January 2011
<ul style="list-style-type: none"> • <i>Pelléas et Mélisande</i> 		
Stitcher & Costume Assistant	<u>The Huron Playhouse</u>	2009 Season
<ul style="list-style-type: none"> • <i>The Secret Garden, Over the River and Through the Woods, Our Town, The 1940s Radio Hour, A Grand Night for Singing</i> 		

CREATIVE ACTIVITY – COSTUME DESIGN

Mirette (Musical Theatre) • Director: Wayne Bryan	<u>Music Theatre Wichita</u>	June 2021
She Moved the Prairie (Dance) • Director/Choreographer: Cheyla Clawson Chandler	<u>WSU School of Performing Arts</u>	September 2020
L'enfant et les sortilèges (Opera) • Director: Alan Held	<u>WSU Opera Program</u>	April 2019
Zoofari (Event) • Artistic Director: Kimberly Faith Hickman	<u>Omaha Community Playhouse</u>	September 2017
The Ultimate Christmas Show (abridged) (Theatre) • Director: Randall Stevens	<u>The Blue Barn Theatre</u>	November 2016
The Legend of Sleepy Hollow (Theatre) • Director: Ric Roberts	<u>SVSU Dept of Theatre</u>	April 2016
Terra Nova (Theatre) • Director: Dr. Steven Erickson	<u>SVSU Dept of Theatre</u>	February 2016
SAFE (Theatre) • Director: Dave Rzeszutek	<u>SVSU Dept of Theatre</u>	November 2015
The Game's Afoot, or Holmes for the Holidays (Theatre) • Director: Dr. Steven Erickson	<u>SVSU Dept of Theatre</u>	September 2015
Inherit the Wind (Youth Theatre) • Director: Ryan Kathman	<u>Germantown Community Theatre</u>	June 2015
The Good Woman of Setzuan (Musical Theatre) • Director: Leslie Barker	<u>Rhodes College</u>	February 2015
Company (Musical Theatre) • Director: Teddy Eck	<u>Germantown Community Theatre</u>	October 2014
Lament (Dance) • Choreographer: Al Bonner	<u>Collage dance Collective</u>	September 2014
Rosencrantz & Guildenstern are Dead (Theatre) • Director: Paul Revaz	<u>U of M Dept of Theatre & Dance</u>	April 2014
There is no Rose (Dance) • Choreographer: Kevin Thomas	<u>Collage dance Collective</u>	December 2013
The Pillowman (Theatre) • Director: Teddy Eck	<u>U of M Dept of Theatre & Dance</u>	October 2013
Frankly Speaking (Dance) • Choreographer: Darrell Grand Moultrie	<u>Collage dance Collective</u>	September 2013
The Play About the Baby (Theatre) • Director: Michael Bolinski	<u>The Evergreen Theatre</u>	August 2013
Peter Pan (Youth Theatre) • Director: Julie Reinbold	<u>Germantown Community Theatre</u>	July 2013
And the World Goes 'Round (Musical Theatre) • Director: Randall Stevens	<u>U of M Graduate Theatre</u>	February 2013
The Threepenny Opera (Musical Theatre) • Director: Mark Allan Davis	<u>U of M Dept of Theatre & Dance</u>	November 2012
Sleeping Beauty: KIDS (Youth Theatre) • Director: Julie Reinbold	<u>Germantown Community Theatre</u>	April 2012
Neighborhood 3: Requisition of Doom (Theatre) • Director: Randall Stevens	<u>U of M Graduate Theatre</u>	March 2012
Bunnacula (Theatre) • Director: Kari-Anne Innes	<u>BGSU Department of Theatre & Film</u>	April 2011

<i>Pelléas et Mélisande</i> – Costume Coordinator (Opera)	<u>BGSU College of Musical Arts</u>	January 2011
• Director: Sean Cooper		
Iolanthe (Opera)	<u>BGSU College of Musical Arts</u>	November 2010
• Director: Jesse Koza		
Disposition (Film)	<u>BGSU Department of Theatre & Film</u>	October 2010
• Director: Kyle Pettijean		
Sāvitrī (Opera)	<u>BGSU College of Musical Arts</u>	April 2009
• Director: Sean Cooper		
Albert Herring – Costume Coordinator (Opera)	<u>BGSU College of Musical Arts</u>	November 2008
• Director: Eric Gibson		

CREATIVE ACTIVITY – MAKEUP, HAIR & WIGS

Designer – The Midtown Opera Festival	<u>Opera Memphis</u>	May 2015
• <i>Glory Denied, Les Mamelles de Tirésias, Dido and Aeneas</i>		
Wig & Makeup Assistant	<u>Opera Memphis</u>	October 2014
• <i>Don Giovanni</i>		

AWARDS & RECOGNITION

Nominee, Best Costume Design	<u>The Ostrander Theatre Awards</u>	August 2014
• <i>Rosencrantz & Guildenstern are Dead</i> at the University of Memphis		
Winner, Best Costume Design	<u>The Fred Mertz Awards</u>	May 2014
• <i>Rosencrantz & Guildenstern are Dead</i> at the University of Memphis		

PRESENTATIONS, WORKSHOPS, & PROFESSIONAL DEVELOPMENT

"Make a Thing with a Box of Junk"	<u>WSU School of Performing Arts</u>	September 2021
• Co-presenter with Ed Baker.		
• Invited students to create a scene and tell a story using household "junk" and craft supplies (such as toilet paper, coffee filters)		
COVID-19 Community Outreach Project	<u>Wichita, KS</u>	Spring/Summer 2020
• Trained my seven student employees remotely to make fabric face mask to distribute throughout Wichita during the COVID-19 pandemic.		
• Donated masks to Wesley Hospital, KVC Children's Psychiatric Hospital, and The Timbers Residential Community, along with smaller batches to other local recipients.		
• All told, made and distributed approximately 1,000 fabric face masks throughout the greater Wichita area.		
"Stereotypes are perfect, and broken, and perfect for breaking"	<u>Wichita Art Museum</u>	October 2019
• Presented a Pecha-Kucha at "Wichita Art Chatter"		
• Explored why stereotypes in character are some of the easiest ways to connect with audiences through costuming, but also how they are problematic.		
• Encouraged attendees to imagine how assumptions can be turned on their head for engaging communication or effecting social change.		
Costuming the Character	<u>WSU School of Performing Arts</u>	September 2019
• Explored character traits that are expressed and inferred through simple costume elements.		
• Invited students to explore the traits most obvious to them.		
• Led a hands-on experience which allowed the students to create their own costumes using basic office and household supplies.		
Behind the Curtain – LA BOHÉME	<u>Opera Omaha</u>	October 2016
• Presented costumes from <i>La Bohème</i> to Girl Scouts troops from the Omaha area.		
• Discussed how costumes and fashion can express a lot about the person or character wearing them.		
• Encouraged creative exploration and self-expression		

Regional Design Area Respondent	<u>KCACTF Region 3 Festival</u>	<i>January 2016</i>
<ul style="list-style-type: none"> • Responded to designs in the costume area. • Delivered responses to student designers. • Addressed effectiveness of design choices, materials selection, and appropriateness of suggested techniques. 		
Design Area Instructor, Matilda Summer Camp	<u>Germantown Community Theatre</u>	<i>June 2015</i>
<ul style="list-style-type: none"> • Led the design class portion of each day's lesson for ages 5-7 and 8-12. • Adapted basic design principals to age-appropriate children's lessons. • Collaborated with other instructors to create projects that would support the final camp presentation. 		
She Did What?! Female Contributions to Theatre History	<u>Southeastern Theatre Conference</u>	<i>March 2014</i>
<ul style="list-style-type: none"> • Co-presenter with Kitty Devany, Sarah Matzke, Mandy Heath, and Meredith Melville. • Discussed well- and lesser-known female contributions to theatre history. • Explored women's apparent "need to do it all." • Investigated ways to address inequality in the way history is typically presented. • Acknowledged the difficulties present in the lives of theatrical men and women who want children. 		
Character Through Costuming	<u>TN State Thespian Conference</u>	<i>January 2013</i>
<ul style="list-style-type: none"> • Explored character traits that are expressed and inferred through simple costume elements. • Invited students to explore the traits most obvious to them. • Led a hands-on experience which allowed the students to create their own costumes using basic office and household supplies. 		

UNIVERSITY SERVICE

Search Committee – Academic Advisor	<u>WSU College of Fine Arts</u>	<i>December/January 2021-22</i>
<ul style="list-style-type: none"> • Committee Chair: Sanya Wiles 		
Faculty Orientation Fellow	<u>WSU College of Fine Arts</u>	<i>Summer 2020</i>
<ul style="list-style-type: none"> • Met with incoming students virtually as part of New Student Orientation. 		
Advising Assessment Committee – CFA Advising Center	<u>WSU College of Fine Arts</u>	<i>Summer 2020</i>
<ul style="list-style-type: none"> • Assisted CFA Advising center with their internal, self-assessment process according to the Council for the Advancement of Standards in Higher Education's guidelines. 		
KCACTF Region 5 Festival Trip	<u>WSU School of Performing Arts</u>	<i>January 2020</i>
<ul style="list-style-type: none"> • Spearheaded the KCACTF trip/experience from the Theatre Tech/Design standpoint. • Mentored several student Designers and Stage Managers for their presentations in the Design Expo. • Packaged, Transported, and Presented costumes from <i>The Moors</i> for recognition as part of the Costume Parade (Student Design – Emily Evans). 		
Search Committee – Assistant Professor of Theatre, Costume Design	<u>WSU School of Performing Arts</u>	<i>2019-2020 Academic Year</i>
<ul style="list-style-type: none"> • Committee Chair: Sabrina Vasquez • Provided Costume Industry input for a vital position to our School. 		
Faculty Orientation Fellow	<u>WSU College of Fine Arts</u>	<i>Summer 2019</i>
<ul style="list-style-type: none"> • Met with incoming students as part of New Student Orientation. • Met with parents as part of a panel of Faculty Fellows from across the University. 		
Emergency Hire – Interim Assistant Professor of Theatre, Costume Design	<u>WSU School of Performing Arts</u>	<i>Spring 2019</i>
<ul style="list-style-type: none"> • Reached out to industry contacts to locate a one-year emergency hire position, outside of an official search process. • Interviewed three candidates via phone and gave feedback to Director of the School of Performing Arts. 		

MEMBERSHIPS & AFFILIATIONS

United States Institute for Theatre Technology (USITT)	<i>2013 – Present</i>
Costume Professionals for Wage Equity (CPfWE)	<i>2020 – Present</i>
Southeastern Theatre Conference (SETC)	<i>2014 – 2015</i>

SPECIAL SKILLS

Computers: Adobe Photoshop and Illustrator; Digital rendering using a tablet and touch-screen software; Microsoft Office Suite; QuickBooks; Photo editing; Social media; Wordpress, cPanel, 85 WPM typing speed; Online Course Management Software (Canvas, BlackBoard, Banner, eCourseware, DegreeWorks).

Personnel Management and Teaching: Time management; Budgeting; Expenses Tracking; Delegation; Project Management; Supply/Stock Organization; Lesson Planning; Grading; Hands-on instruction; Lecture-based instruction.

Theatre & Sewing: Garment construction; Machine and hand stitching; Alterations; Work with home and industrial sergers, irons and sewing machines; Draping; Flat patterning; Fabric modification and dyework; Corset-making; Jewelry and craft work; Theatrical makeup; Costume rendering with wet and dry media; Knitting; Crocheting; Embroidery.

Additional Training Received: Working with first-generation college students; QPR (Question, Persuade, Refer) suicide awareness/prevention; FERPA; Title IX; Sexual harassment/abuse; Designing effective course materials; Genie Aerial lift safety training.