



## POSITION DESCRIPTION/SCOPE OF WORK

### ASSISTANT COSTUME SHOP MANAGER Seasonal Salaried

<b>Immediate Supervisor(s):</b>	Costume Shop Manager
<b>Schedule:</b>	TBD
<b>Salary:</b>	\$700/week (40 hours)
<b>Housing (if needed):</b>	Information available upon request
<b>Start Date:</b>	June 8
<b>End Date:</b>	August 2

#### STATEMENT OF JOB:

The Assistant Costume Shop Manager will assist the Costume Shop Manager in productively creating, repairing, altering, and assembling costumes for the Mainstage and KIDDSTUFF Seasons.

#### JOB DUTIES:

##### GENERAL RESPONSIBILITIES:

- Reporting to work on time, prepared to work.
- Completing assigned daily tasks.
- Follow and practice safe work methods and safety procedures.
- Follow procedures and policies in the Seasonal Employee Handbook.

##### SPECIFIC RESPONSIBILITIES:

- Assist in the supervision of costume staff including fellows
- Assist in the training of show crew as necessary
- Assist in coordinating fitting schedules, rehearsal needs and performance notes with Stage Management
- Assist in maintaining a clean and orderly shop, Wardrobe Room, and Dressing Rooms
- Assist in maintaining and organizing costume stock
- Assist the Costume Shop Manager and Costume Designer with actor fittings
- Assist with the construction and craft work of costumes as needed including stitching, patterning, cutting, draping as needed
- Striking of shows, including restocking and returning costumes
- Report all maintenance notes, tool repairs, and re-supply needs to the Shop Manager
- Attend Design and/or Production Meetings, and technical rehearsals as needed/appropriate
- Adhere to the theatre's safety policies
- Approach and carry out duties, as designated above, with a positive attitude
- Additional duties as assigned

#### REQUIREMENTS:

- Outdoor Theatre experience (preferred)
- Valid driver's license with vehicle
- Ability to teach skills and work with costume crew of varying skills
- Proficiency in domestic and industrial stitching and serging
- Wardrobe experience (preferred)
- Knowledge of Craft work
- Cutting, draping, patterning, and stitching as needed
- Operation of industrial and domestic irons

- Willingness to work within a rigorous time schedule with a variety of personalities and skill levels
- Willingness to learn new skills
- Well-developed communication skills.
- Capacity to solve problems and engage in creative thinking about challenges; Ability to brainstorm ideas in a group setting.
- Maturity and understanding of the artistic process and excellent interpersonal, teamwork, and diplomacy skills
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment.
- Ability to manage an irregular schedule
- Ability to supervise, train and work with interns and fellows

