



POSITION DESCRIPTION/SCOPE OF WORK

COSTUME SHOP MANAGER **Seasonal Salaried**

Immediate Supervisor(s):	Production Manager
Schedule:	TBD
Salary:	\$900/wk (45 hours)
Housing (if needed):	Information available upon request
Start Date:	May 25
End Date:	August 8

STATEMENT OF JOB:

The Costume Shop Manager will work productively in creating, repairing, altering, and assembling costumes for the Mainstage and KIDDSTUFF Seasons. The Costume Shop Manager supervises the Assistant Shop Manager, any overhire, and Costume Fellows in the sewing, construction, and maintenance of costumes. Possibly designing a Mainstage show as assigned.

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

GENERAL RESPONSIBILITIES:

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

SPECIFIC RESPONSIBILITIES:

- Supervise and assist in:
 - Stitching, pressing, and finishing work of all costumes
 - Maintaining costumes as necessary
 - Maintaining a clean and orderly shop, Wardrobe Room, and Dressing Rooms
 - Maintaining and organizing costume stock
 - Actor fittings
 - Taking of actor measurements
 - Distressing, painting, and dying of costumes
 - Any necessary craft work
- Supervise the striking of shows, including restocking and returning
- Provide positive leadership, organization, and communication over the costume and wardrobe staff.
- Maintain equipment, supplies, and stock items as well as the day-to-day maintenance of the Costume Shop, storage, Wardrobe Room, and its equipment.
- Assigning of tasks and projects as necessary to complete show or rehearsal needs.
- Maintaining open communications within the costume shop as well as with other theatre departments.
- Design costumes for shows as assigned by the Production Manager
- Organize and maintain the support facilities utilized by the costume and wardrobe department.
- Attend Design Meetings, Production Meetings, and technical rehearsals as needed/appropriate.
- Keep track of First Aid supplies for the shop facilities.
- Routine safety inspections on all major equipment.
- Act in concert with the theatre's safety policies.
- Track the budgets of the Costumes Department.
- Supervise Costume and Wardrobe staff including Interns and Fellows
- Approach and carry out duties, as designated above, with a positive attitude.
- Additional duties as assigned.

REQUIREMENTS:

- Outdoor Theatre experience (preferred)
- Prior summer theatre experience (preferred)
- Valid driver's license with a vehicle
- Ability to understand designer sketches
- Proficiency in costume construction techniques
- Ability to supervise groups of people
- Ability to work both independently and in a group
- Maintaining a calm demeanor and a sense of humor
- Stitching (both hand and machine) and serging (preferred)
- Craft work (preferred)
- Cutting and patterning
- Operation of industrial and domestic irons
- Knowledge of the safe handling and disposal of hazardous materials
- Knowledge of safety equipment and products
- Ability to understand the work and needs of the department, anticipate potential problems and propose timely solutions
- Well-developed communication skills.
- Willingness to work within a rigorous time schedule with a variety of personalities and skill levels
- 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 work long hours and to manage an irregular schedule
- Ability to supervise, train and work with interns and apprentices

