



**Weston Playhouse Theatre Company
COSTUME SHOP MANAGER
Seasonal, Full-time, Department Head**

Reports to: Production Manager & Operations Manager
Start Date: Mid May
End Date: Late September
Work Week: 6 days, 8-10 hours/day, day off may vary week to week
Housing: Single room, shared kitchen and bath in company housing

Responsibilities include, but are not limited to:

- Oversee and participate in the construction, pulling, fitting, and strike of costume elements for 7 shows on 2 stages within budgets and deadlines
- Ensure completion of all costume elements of each production to the satisfaction of the Theatre Company and Costume Designer.
- Supervise Costume Shop staff and occasional over hire and volunteer stitchers
- Coordinate costume fitting schedules, rehearsal needs, and performance notes with Stage Management in accordance with Equity rules
- Ensure fitting notes are competently and appropriately executed in a timely manner; attend costume fittings as needed
- Acquisition, purchase, rental, and maintenance of all costume items
- Manage and maintain costume shop inventory of supplies, fabrics, notions, etc
- Manage costume shop equipment, repairs, and maintenance.
- Collaborate with Wardrobe Manager for the smooth transition of costumes from shop to tech rehearsals.
- Attend all tech rehearsals; work with designer, Wardrobe Manager, Stage Management to ensure completion of costume notes during tech and previews
- Support occasional costume rental by outside organizations. Coordinate WPTC rentals from other organizations. Coordinate paperwork and payments with Operations Manager
- Create costume-related paperwork as needed
- Create and oversee costume construction and staff work schedules
- In coordination with Wardrobe Manager, provide support for performance repair notes and dry cleaning as needed
- Consistently maintain and organize costume shop and storage areas
- Collaborate with other department heads on multi-disciplinary projects as needed
- Attend and participate in all scheduled production and department head meetings
- Submit purchasing paperwork to Production Management; consistently and accurately track costumes expenditures within budget parameters
- Oversee safety of those working in costume shop. Actively participate in and promote a culture of job safety at all times.
- Ensure that personnel are properly trained in operation of machinery and tools and use appropriate personal protective equipment during all work and show calls
- Research, acquire and maintain MSDS for products used or stored in the costume shop
- Provide support for special events or company projects as needed

REQUIREMENTS:

- Mastery of costume construction, fabrication techniques; knowledge of cutting, draping and patterning, costume and fashion history; wig styling and makeup experience a plus
- Computer proficiency
- Minimum of 2 years professional experience as Costume Shop Manager or equivalent
- Excellent inter-personal, organizational, collaborative, communication, and leadership skills
- Proven experience in time management and work-flow analysis
- Demonstrated experience working on multiple productions within tight timelines and budgets
- Demonstrated knowledge of industry and OSHA standard safety practices

- Positive attitude and sense of humor, ability to work well with diverse personalities
- Ability to thrive in rural area with limited cell phone service
- Ability and willingness to work long days with irregular hours with positive attitude
- Own car preferred. All company related trips will be reimbursed.