



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

Reports to: Production Manager
Start Date: May 13, 2019
End Date: August 19, 2019, with possible option to extend
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 (First Hand, Stitcher, two Costume Interns, and one Costume/Props Swing Intern) and occasional over hire and volunteer stitchers;
- Coordinate costume fitting schedules, rehearsal needs, and performance notes with Stage Management in accordance with Equity rules;
- Create and oversee costume construction and staff work schedules;
- Ensure fitting notes are competently and appropriately executed in a timely manner; attend costume fittings as needed;
- Acquire, purchase, rent, and maintain all costume items;
- Manage and maintain costume shop inventory of supplies, fabrics, notions, etc;
- Successfully manage show and department budgets;
- 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 paperwork and payments with Operations Manager;
- Create costume-related paperwork as needed;
- 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;
- 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;

- Interest in mentoring and training up-and-coming technicians;
- Minimum of 2 years professional experience as Costume Shop Manager or equivalent preferred;
- 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;
- Computer proficiency;
- Valid driver's license with clean driving record; own car with valid, current insurance coverage preferred. Must be willing to use personal vehicle for business purposes if necessary. Mileage will be reimbursed for all business related trips;
- Ability and willingness to work long days with irregular hours with positive attitude;

Compensation is between \$550-575/ week, housing included.

Weston Playhouse Theatre is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

To apply, send cover letter, resume, and three references to hire@westonplayhouse.org.

For more information check out our website at <https://www.westonplayhouse.org/>