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

Reports to: Production and Operations Manager
Start Date: May 18, 2020
End Date: September 3, 2020, 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
Compensation: $525-575/ week, housing included

Responsibilities include, but are not limited to:
- Oversee and participate in the construction, pulling, fitting, and strike for seven shows on two stages;
- Ensure completion of all costume elements of each production to the satisfaction of the WPTC and Costume Designers;
- 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;
- 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 Managers for the smooth transition of costumes from shop to tech rehearsals;
- Attend all tech rehearsals; work with Designers, Wardrobe Managers, and Stage Management to ensure completion of costume notes during tech and previews;
- Support occasional costume rental by outside organizations. Coordinate paperwork and payments with Production and Operations Manager;
- Create costume-related paperwork as needed;
- In coordination with Wardrobe Managers, provide support for performance repair notes and dry cleaning as needed;
- 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 costume shop staff by promoting a culture of job safety at all times;
- Ensure that personnel are properly trained in operation of machinery, 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.

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 hiring@westonplayhouse.org.

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