

Costume Shop Manager

Reports to: Director of Production

Dates: June 8th – August 7th, 2020

Essential Job Functions:

- Keep in communication with the Costume Designer about the build schedule, construction of costumes, ordering and shop/equipment needs.
- Interface with local theatre company regarding equipment requests, shop usage schedules, and storage needs
- Assist with the initial installation of costume shop space
- Execute build/maintenance of all four (4) shows
- Attend on-site production meetings and be prepared to discuss progress
- Supervise and assist Wardrobe Assistant/Run Crew during build/production
- Safely transport all costume items for each production to dressing rooms and organize in coordination with Designer, DofP and PSM
- Approve and Coordinate plans for any construction of Green Room, Dressing Room spaces as needed
- Coordinate fittings for all shows in coordination with the PSM for each show
- Be prepared with all costume elements for the first and subsequent technical and dress rehearsals or as otherwise decided by Director and/or PM
- Be present at tech meetings and execute all notes in a timely fashion
- Maintain all costumes, launder as often as possible, and respond to performance reports as needed
- Train Wardrobe Asst. and apprentices to properly run shows
- Meet with DofP to determine strike schedule and process.
- Assist with load-out of costume shop space
- Strike, inventory and store all wardrobe elements as previously determined with PM
- Assist PM in managing inventory processes for Wardrobe Department

Desired Qualifications:

- Comprehensive knowledge of design theory and principles, technical aspects of costume and make up production
- Excellent problem-solving skills
- Demonstrated experience in budgeting and responsible handling of funds & receipts
- Strong interpersonal skills and ability to work with individuals at all levels of ability
- Observe and use safe working practices
- Supervisory experience
- Demonstrates grace under pressure