

The Western Stage Opportunities

Costume Shop Manager

The Costume Shop Manager has primary responsibility for the efficient and effective daily operations of the costume shop, including personnel and supplies/materials management, and is key to maintaining TWS standards of production and protocol while ensuring an environment of professionalism and learning for the Company-at-Large.

This is a seasonal position that has the potential to become a staff position. This person is supervised by the Production Manager (PM) and is a first point of contact position and as such requires a high level of courtesy and calm, as well as professional level of written and verbal communication.

Representative responsibilities include:

General:

- Oversees the completion of both made-to-order and pulled/rented costumes for the stage.
- Oversight of daily costume shop tasks & expedites production within scheduled deadlines.
- Arrange and oversee all over-hire and volunteers; teaches & trains new shop workers, students and volunteers; directly supervises costume personnel, & manages staff time for payroll and budgeting purposes.
- Manages & maintain equipment- including repairs, maintenance, and replacement, general shop supplies -especially stock fabrics, notions, and materials, and overall cleanliness of the shop.
- Takes production notes and attends fittings as necessary for troubleshooting and production continuity.
- Schedule and run actor measurements and fittings
- Receive donations and process paperwork required

Financial:

- Oversees both online and local purchases
- Tracks shop & individual show budgets
- Establishes new vendors for PO purchases
- Tracks receipts & submits them to the Business Office
- Maintains & controls petty cash for costume shop

Interdepartmental:

- Acts as a liaison with stage management to schedule & run measurements & fittings and
- Oversee general running of the Wardrobe Department and manages shop costume stock, including organization, storage, rental, and post-show cleaning through the Wardrobe Head.
- Acts as a liaison with Wardrobe/Crew head for the smooth transition of the costumes from shop to dress rehearsal
- Coordinate hair and make-up facilitation as designs require.
- Prep costumes, hair & makeup for all photo/publicity shoots
- Assist as needed with other areas in the college that may require costuming (i.e. Outreach, Young Company, Foundation, etc.)

Design:

- With the Artistic Director assign designers to shows for upcoming season
- Attend production meetings on behalf of designers as needed
- Attend first, second & third dress rehearsals to support designers & take notes on any changes or additions required.
- Serve as Faculty Costume Designer as needed/desired.

Schedule:

- Includes combinations of days/evenings, weekday/weekend. Flexible schedule is based upon production needs and availability of personnel.
- This is a seasonal position with potential to become a staff position. Performance review at the end of each season determines the offer for the next.

Qualifications Desired:

- MFA in Theatre Costuming highly desired.
- Extensive knowledge of costume construction , patterning, sewing, and repair
- Demonstrated competencies necessary to perform the job as described.
- High level of creativity, dedication, discretion, professionalism.
- High level of organization, attention to detail, and ability to follow-through completely and meet deadlines.
- Ability to work long hours and to manage an irregular schedule including weekends and possible holidays.
- Computer literacy : experience with report documentation and data presentation; Database program knowledge
- Facility with MS Word, Excel, Adobe, ten-key, Facebook
- A familiarity and good rapport with local theatre community a plus.

Timeline:

- Position announced: November 1, 2015 & **open until filled**
- Letters of Intent, resumes and letters of recommendations accepted : **Until filled**
- Interviews begin: **February 2016**
- Projected start: **March/April 2016 immediately following successful interview and reference check.**

Email Letter of Introduction, Application, Resume and Letters of Recommendations to:

Jeff McGrath, Western Stage Production Manager
JMcGrath@hartnell.edu

No phone calls please.