

POSITION DESCRIPTION/SCOPE OF WORK

COSTUME SHOP MANAGER Seasonal

Immediate Supervisor(s):	Production Manager
Schedule:	TBD
Salary:	\$18/hr and 1.5x over 40 hours/week
Housing (if needed):	Single room, shared kitchen and bath
Start Date:	May 23 (onsite) – 1 additional week of preseason as well
End Date:	August 28

STATEMENT OF JOB:

The Costume Shop Manager will work productively in creating, repairing, altering, and assembling costumes for the Hangar Theatre Company's (HTC) Mainstage, KIDDSTUFF, and Wedge Series; within the allotted time, budget, and scope of the summer repertory season; in alignment with HTC's mission, vision, values, and commitment to Equity, Diversity, Inclusion, and Access. The Costume Shop Manager supervises the Assistant Shop Manager, Stitcher, Wardrobe Supervisor, Dresser, any overhire, and Costume Fellow in the sewing, construction, prep, and maintenance of costumes.

JOB DUTIES:

GENERAL RESPONSIBILITIES:

- Reporting to work on time, prepared to start
- Completing assigned daily tasks.
- Follow and practice safe work methods and safety procedures acting in concert with the theatre's safety policies
- Contribute to maintaining a collaborative shop environment
- Follow procedures and policies in the Seasonal Handbook.
- Follow any and all HTC and Health Department Guidelines related to COVID-19

SPECIFIC RESPONSIBILITIES:

- Supervise and assist in:
 - Stitching, pressing, and finishing work of all costumes
 - Maintaining costumes as necessary
 - Maintaining a clean and orderly shop, Wardrobe Room, and Dressing Rooms
 - Maintaining and organizing costume stock
 - Actor fittings
 - Taking of actor measurements
 - Distressing, painting, and dyeing of costumes
 - Any necessary craft work
- Supervise the striking of shows, including restocking and returning of any borrowed/rented pieces
- Provide positive leadership, organization, and communication over the costume and wardrobe staff.
- Maintain equipment, supplies, and stock items as well as the day-to-day maintenance of the Costume Shop, storage, Wardrobe Room, and its equipment.
- Assigning of tasks and projects as necessary to complete show or rehearsal needs.
- Maintaining open communications within the costume shop as well as with other theatre departments.
- Organize and maintain the support facilities utilized by the costume and wardrobe department.
- Attend Design Meetings, Production Meetings, and technical rehearsals as needed/appropriate.
- Keep track of First Aid supplies for the shop facilities.
- Routine safety inspections on all major equipment.
- Track the budgets of the Costumes Department.
- Order all necessary materials and supplies in a timely manner, track deliveries and submit invoices/receipts and paperwork weekly to Production Management
- Work with Stage Management to schedule and all fittings.
- Collaborate with Designers to ensure designs fit within allocated budgets of both material and labor

- Determine the best manner to allocate both material and labor budgets related to the building/buying/ borrowing/renting of costumes for each production.
- Track hours for costume/wardrobe staff.
- Any additional costume related duties not covered by the list above.

REQUIREMENTS:

- Outdoor Theatre experience (preferred)
- Minimum of a bachelor's degree in technical theatre, or equivalent practical experience, and 2 years experience in a supervisory costume role in professional theatre
- Prior summer theatre experience
- Valid driver's license with a vehicle
- Ability to understand designer sketches
- Proficiency in costume construction techniques
- Ability and willingness to supervise groups of people with diverse skill levels and backgrounds
- Ability to work both independently and in a group
- Maintaining a calm demeanor and a sense of humor
- Advanced Stitching (both hand and machine) and serging
- Craft work (preferred)
- Cutting and patterning
- Operation of industrial and domestic irons
- Knowledge of the safe handling and disposal of hazardous materials
- Knowledge of safety equipment and products
- Ability to understand the work and needs of the department, anticipate potential problems and propose timely solutions
- Well-developed communication skills across a variety of mediums
- Ability to actively train and teach fellows in costume construction and wardrobe maintenance
- Willingness to work within a rigorous time schedule and a possible irregular schedule
- Well-developed communication skills.
- Ability to work on multiple productions within tight timelines and budgets
- Capacity to solve problems and engage in creative thinking about challenges; Ability to brainstorm ideas in a group setting.
- Maturity and understanding of the artistic process and excellent interpersonal, teamwork, and diplomacy skills.
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment.
- Fully vaccinated and boosted against COVID-19

.....