

POSITION DESCRIPTION/SCOPE OF WORK

COSTUME COORDINATOR/ASSISTANT COSTUME SHOP MANAGER **Seasonal**

Immediate Supervisor(s):	Costume Shop Manager
Schedule:	TBD
Salary:	\$15.00/hr and 1.5x over 40 hours/week
Housing (if needed):	Single room, shared kitchen and bath
Start Date:	May 27
End Date:	August 13

STATEMENT OF JOB:

The Costume Coordinator/Assistant Costume Shop Manager will assist the Costume Shop Manager in productively creating, repairing, altering, and assembling costumes for the Hangar Theatre Company's (HTC) Mainstage, KIDDSTUFF, and Wedge Series; while supporting the HTC's mission, vision, values, and commitment to Equity, Diversity, Inclusion, and Access.

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:

- Assist in the supervision of costume staff
- Assist in the training of show crew as necessary
- Assist in coordinating fitting schedules, rehearsal needs and performance notes with Stage Management
- Assist in maintaining a clean and orderly shop, Wardrobe Room, and Dressing Rooms
- Assist in maintaining and organizing costume stock
- Assist the Costume Shop Manager and Costume Designer with actor fittings
- Assisting with the construction and craft work of costumes including stitching, patterning, cutting, draping as needed
- Serving as the Costume Shop Manager for KIDDSTUFF and Wedge shows as assigned
- Striking of shows, including restocking and returning costumes
- Report all maintenance notes, tool repairs, and re-supply needs to the Shop Manager
- Attend Design and/or Production Meetings, and technical rehearsals as needed/appropriate
- Any additional costume related duties not covered by the list above

REQUIREMENTS:

- Outdoor Theatre experience (preferred)
- Minimum of bachelor's degree in technical theatre, or equivalent experience, and 2 seasons of summer theatre experience
- Valid driver's license with vehicle
- Ability to teach skills and work with costume crew of varying skills
- Proficiency in domestic and industrial stitching and serging
- Wardrobe experience (preferred)
- Knowledge of Craft work
- Cutting, draping, patterning, and stitching as needed
- Operation of industrial and domestic irons

- Willingness to work within a rigorous time schedule with a variety of personalities and skill levels
- Willingness to learn new skills
- Well-developed communication skills.
- 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.
- Willingness to work within a rigorous time schedule and a possible irregular schedule
- Ability to supervise, train and work with fellows
- Fully vaccinated and boosted against COVID-19

