



COSTUME SHOP MANAGER
Seasonal, Full-Time

Reports to: Director of Production and Operations

Supervising: Associate Costume Shop Supervisor/Cutter Drapper, Stitcher, Wardrobe Supervisor, and Costume/Wardrobe Assistants (2)

Start Date: May 13, 2024

End Date: September 8, 2024

Housing: Single bedroom, shared kitchen, and bath in company housing

Compensation: \$800-\$900/week, housing included

Prep Work: Up to 40 hours of remote work prior to the onsite start date will be compensated.

Overview:

Weston Theater Company (WTC) is designed to be a collaborative organization; employees forge interdepartmental relationships and contribute to a positive and supportive workplace through teamwork, flexibility, and goal-oriented cooperation. The successful candidate will be passionate and engaged in their area of expertise and will also demonstrate a willingness to help other departments if needed to fulfill WTC's mission: to create theater to engage, entertain, and inspire our ever-expanding community.

Weston Theater Company is located in rural southern Vermont. Having an appreciation for nature and a quiet small-town vibe for the summer is essential. What we lack in population density, public transportation, and urban conveniences is offset by the beauty of 400,000 acres of national forests, lakes, quintessential general stores, and caring community.

Responsibilities include, but are not limited to:

- Compensated remote work will include attending Design and Production Meetings and possible staffing/hiring interviews for the costume department. Remote dates are flexible, and meetings will be scheduled with advance notice;
- Oversee and participate in the construction, pulling, fitting, and strike for four shows;
- Oversee Wardrobe department to ensure smooth transition of costumes between costume shop and wardrobe;
- Ensure completion of all costume elements of each production to the satisfaction of the 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 as well as receipt tracking;

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- Manage costume shop equipment, repairs, and maintenance;
- Manage Costume and Wardrobe budgets;
- Organize with Wardrobe Manager the smooth transition of costumes from shop to tech rehearsals;
- Attend all tech rehearsals; work with Designers, Wardrobe Manager, and Stage Management to ensure completion of costume notes during tech and previews;
- Create, establish, and communicate schedules for Costume Shop; communicate schedules and goals with Department Heads and Production Management; Work with Director of Production and Operations to manage overtime;
- Support occasional costume rental by outside organizations. Coordinate paperwork and payments with Director of Productions and Operations;
- Create costume-related paperwork as needed;
- In coordination with Wardrobe Manager, 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 always promoting a culture of job safety;
- 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.

PREFERRED 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;
- 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;
- Ability to thrive in rural area with limited cell phone service;
- Computer proficiency;
- Valid driver's license with clean driving record.



Weston Theater Company is proud to be an Equal Opportunity Employer. We strongly encourage applicants from historically marginalized communities. WTC recognizes that historic institutional practices have led to an exclusionary and harmful environment for members of these communities, and is actively working to become a more diverse, anti-racist, inclusive organization. We acknowledge and welcome the complexity of the work ahead.

Full vaccinations for staff, creative team, and artists are mandatory for employment, as is adherence to all COVID-19 safety protocols. Proof of vaccination will be required upon first day of work.

To apply, send cover letter, resume, and three references to hire@westontheater.org. Please put "Costume Shop Manager" in the subject line.