



ASSOCIATE COSTUME SHOP MANAGER & CUTTER/DRAPER
Seasonal, Full-Time

Reports to: Costume Shop Manager

Start Date: May 20, 2024

End Date: August 25, 2024

Housing: Shared bedroom, kitchen, and bath in company housing

Compensation: \$700 – \$800 per week, housing included

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:

- Lead the creation of costume builds through draping/drafting and fabric cutting for all productions in coordination with Costume Shop Manager and shop staff. This is a hands-on position and requires significant costume construction skills;
- Assist Costume Shop Manager with shop administration and maintenance, rentals, scheduling, ordering supplies, costume fittings, and strike for a four-show season;
- Interpret and implement costume crafts and other projects as designed by the Costume Designers. These items may include, but are not limited to, hats, jewelry, footwear, armor, foam structures, mechanical costumes, puppets, masks, belts, fans, and purses;
- Complete costume craft alterations as necessary;
- Plan and execute the dyeing, painting, or distressing of fabric as designed by the Costume Designers as needed;
- Wash fabric as needed for the manufacture of costumes;
- Fit hats or headwear as needed;
- Attend fittings as required; compile notes from fittings;
- Prepare alterations from fittings for Stitcher and Costume Assistants;
- Pull rehearsal costumes as necessary;
- Manage time, including that of any crew members, in an effective manner;
- Attend Tech and Dress Rehearsals with Shop Manager and/or Designers as needed; assist in notetaking and troubleshooting;
- Perform other duties as assigned by Costume Shop Manager;
- Manage personal safety in a well-ventilated area while working with respirators, dust masks. Ensure costume interns and other personnel are trained in proper use of safety



equipment and techniques;

- Assist in the upkeep, cleanup, and maintenance of work areas and equipment;
- Provide support for special events or company projects as needed.

PREFERRED REQUIREMENTS:

- Proficiency in costume construction, fabrication techniques; advanced knowledge of cutting, draping and patterning, costume and fashion history; wig styling and makeup experience a plus;
- Excellent inter-personal, organizational, collaborative, communication and leadership skills;
- Proven experience in time management;
- Demonstrated experience working on multiple productions within tight timelines and budgets;
- Demonstrated knowledge of industry and OSHA standard safety practices;
- Positive attitude and sense of humor, ability to work well with diverse personalities;
- Ability to manage multiple, overlapping productions, projects, and personalities with grace;
- Computer proficiency;
- Ability to thrive in a rural area with limited cell phone service.

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 "Associate Costume Shop Manager & Cutter/Draper" in the subject line.