



## Asst. Costume Shop Manager – Job Description

**JOB TITLE:** Assistant Costume Shop Manager

**ALTERNATE TITLES:**

**REPORTS TO:** Costume Shop Manager, Production Manager

**JOB TYPE:** Seasonal, Salaried

**SUPERVISES:** Cutter/Drapers, First Hands, Stitchers, Wardrobe Supervisor, Wardrobe Crew, Costume Craftspersons

**GENERAL JOB STATEMENT:** Assists the Costume Shop Manager in the planning and management of construction of new costumes and the preparation of stock / rental costumes for use in a production. The Assistant Costume Shop Manager helps facilitate timely and clear communication within the Costume Department and with other production areas.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Assist the Costume Shop Manager in maintaining clear lines of communication within the Costume Department.
- Monitor progress and track project status.
- Receive and distribute notes as needed.
- Arrange and communicate fitting schedules to/from Stage Management.
- Ensure all fittings are photographed and shared to the production Dropbox.
- Provide input on supply/notion purchasing.
- Oversee and distribute hand and finish work to volunteers/apprentices/interns as needed.
- Maintain clean and safe work environment.
- **Any additional tasks as requested by the Costume Shop Manager or the PM.**

### **QUALIFICATIONS AND SKILLS:**

- Minimum Bachelor's degree in theatrical costume construction or equivalent experience.
- Knowledge and experience in a variety of costume techniques and materials.
- Tailoring and alterations experience.
- Ability to work with a team and skillfully delegate work.
- Excellent interpersonal skills.