



Costume Craftsperson – Job Description

JOB TITLE: Costume Craftsperson

ALTERNATE TITLES: Costume Crafts Technician, Crafts Artisan

REPORTS TO: Director of Production, Asst. Production Manager, Asst. Head of Costumes, and Head of Costumes.

JOB TYPE: Seasonal, Salaried

SUPERVISES: N/A

GENERAL JOB STATEMENT: Assist the costume shop in the creation and maintenance of all costume crafts produced or rented for a show. Some examples include the dying and painting of fabrics, millinery, shoe rubbering and repair, jewelry sourcing or creation, mask-making, etc.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Interpret the costume design to create items needed for shows, including, but not limited to, hats, jewelry, footwear, armor, foam structures, mechanical costumes, puppets, masks, belts, fans, and purses.
- Fabricate patterns for craft items.
- Dying of fabrics prior to costume construction and/or painting of fabrics after completion of build.
- Perform fittings with actors as needed.
- Modification of stock items as needed.
- Maintain a clean, organized, and safe work environment.
- Any additional tasks as requested by Director of Production, Asst. Production Manager, Asst. Head of Costumes or Head of Costumes.

QUALIFICATIONS AND SKILLS:

- 2 years' experience in theatrical costumes fabrication and crafting.
- Demonstrated experience with a variety of materials and crafts techniques.
- Experience with safe handling of hazardous materials and power tools.
- Ability to be fitted with and wear a respirator.
- Excellent communication, organization, collaborative and interpersonal skills.
- Willingness to learn new techniques and methods in given field.