



Head of Costumes– Job Description

JOB TITLE: Head of Costumes

ALTERNATE TITLES: Costume Shop Manager

REPORTS TO: Director of Production, Asst. Production Manager

JOB TYPE: Seasonal, Salaried

SUPERVISES: Asst. Head of Costumes, Stitchers, First Hands, Cutter/Drapers, Craftsperson, Wardrobe Sup., Hair/Makeup Sup., Wardrobe Crew, Hair/Makeup Artists

GENERAL JOB STATEMENT: The Head of Costumes is responsible for the overall operation of the costume shop including design integration, construction, repairs, fittings, cleaning, storage, and cataloging of costumes. In addition, the Head of Costumes will oversee and coordinate the wardrobe and hair/makeup department.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Analyze and determine feasibility for new costume designs construction within the budgetary constraints.
- Manage budgets for costume department and subsidiary departments.
- Oversee and participate as necessary in construction of all costumes from beginning to end.
- Manage costume shop stitchers, first hands, cutter/drapers, craftspeople, and any other members of the costume shop.
- Manage wardrobe and hair/makeup departments as necessary.
- Collaborate with incoming designers and coordinators to oversee the completion of all costume elements.
- Coordinate with stage management to schedule fittings for performers.
- Oversee maintenance of all costume elements during a show run.
- Maintain a clean, organized, and safe work environment
- Any additional tasks as assigned by Director of Production or Asst. Production Manager

QUALIFICATIONS AND SKILLS:

- 4 years' professional experience in costume fabrication.
- Advance knowledge of costume fabrication methodologies and practices.
- 2-3 years supervisory experience.
- High level of attention to detail.
- Ability to lead a crew.
- Excellent communication, organization, collaborative and interpersonal skills.
- Willingness to learn new techniques and methods in given field.