



Asst. Head of Costumes– Job Description

JOB TITLE: Asst. Head of Costumes

ALTERNATE TITLES:

REPORTS TO: Head of Costumes

JOB TYPE: Seasonal, Salaried

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

GENERAL JOB STATEMENT: The Assistant head of Costumes is responsible for assisting in the overall operation of the costume shop, including design integration, construction, repairs, fittings, cleaning, storage, and cataloging of costumes.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Lead in special projects assigned by the Head of Costumes.
- Participate in the construction of all costumes from beginning to end.
- Assist in managing costume shop stitchers, first hands, cutter/drapers, craftspeople, and any other members of the costume shop.
- Assist in coordination 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 requested by the Director of Production, Asst. Production Manager or Head of Costumes.

QUALIFICATIONS AND SKILLS:

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