



Asst. to The Costume Designer– Job Description

JOB TITLE: Asst. to the Costume Designer

ALTERNATE TITLES: N/A

REPORTS TO: Head of Costumes

JOB TYPE: Seasonal, Salaried

SUPERVISES: N/A

GENERAL JOB STATEMENT: The Assistant to the Costume Designer is responsible for helping the various Costume Designers at MTW. This position requires an artistic eye and excellent communication skills as the assistant helps with research, selection, and sourcing materials with the costume designers.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Participate as necessary in constructing all costumes from beginning to end.
- Collaborate with incoming designers and coordinators and assist in design processes.
- Maintain a clean, organized, and safe work environment.
- Log all receipts and update costume paperwork as directed by the Head of Costumes.
- Any additional tasks assigned by the Director of Production, Asst. Production Manager or Head of Costumes.

QUALIFICATIONS AND SKILLS:

- 2 years of professional experience in costume design.
- Advance knowledge of costume fabrication methodologies and practices.
- High level of attention to detail.
- Excellent communication, organization, collaboration, and interpersonal skills.
- Willingness to learn new techniques and methods in the given field.