



Head of Costumes– Job Description

JOB TITLE: Head of Costumes

ALTERNATE TITLES: Costume Shop Manager

REPORTS TO: Director of Production

JOB TYPE: Seasonal, Salaried

SUPERVISES: Asst. Head of Costumes, Stitches, First Hands, Cutter/Drapers, Craftsperson.

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. This position will also be required to organize at least 1 one-hour department specific educational workshop for the apprentice program.

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.
- 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.
- Organize at least 1 one-hour department specific educational workshop.
- Any additional tasks as assigned by Director of Production.

QUALIFICATIONS AND SKILLS:

- 4 years of 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.