

Asst. Head of Costumes – Job Description

JOB TITLE: Asst. Head of Costumes

ALTERNATE TITLES:

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

JOB TYPE: Seasonal, Salaried

SUPERVISES: Stitchers, First Hands, Cutter/Drapers, Craftspeople

GENERAL JOB STATEMENT: The Asst. 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:

- Analyze and determine feasibility for new costume designs construction within the budgetary constraints.
- Lead special projects as assigned by Head of Costumes.
- Participate in construction of all costumes from beginning to end.
- Assist in management of 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 Head of Costumes, Director of Production, or Asst. Production Manager.

QUALIFICATIONS AND SKILLS:

- 3 years' 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, collaborative and interpersonal skills.
- Willingness to learn new techniques and methods in given field.