

Costume Craft Supervisor – Job Description

JOB TITLE: Costume Crafts Supervisor

ALTERNATE TITLES: Lead Costume Crafts Technician, Lead Crafts Artisan

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

JOB TYPE: Seasonal, Salaried

SUPERVISES: Costume Craftspeople

GENERAL JOB STATEMENT: Supervise the costume craft shop in the creation and maintenance of all costume crafts produced and/or rented for a show. Some examples include the dying and painting of fabrics, millinery, shoe rubbering and repair, jewelry sourcing or creation, mask-making, etc. with input from the Costume Designer/Coordinator and Head of Costumes.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Interpret the costume design to create items needed for shows, including, but not limited to, hats, jewelry, footwear, armor, foam structures, mechanical costumes, puppets, masks, belts, fans, and purses.
- Delegate projects and tasks to other craftspeople with clear instructions and expectations.
- Fabricate patterns for craft items.
- Dying of fabrics prior to costume construction and/or painting of fabrics after completion of build.
- Perform fittings with actors as needed.
- Modification of stock items as needed.
- Maintain a clean, organized, and safe work environment.
- Any additional tasks as requested by Head of Costumes or Director of Production.

QUALIFICATIONS AND SKILLS:

- 2+ years' experience in theatrical costumes fabrication and crafting.
- Demonstrated experience with a variety of materials and crafts techniques.
- Experience with safe handling of hazardous materials and power tools.
- Ability to fit with and wear a respirator.
- Excellent communication, organization, collaborative and interpersonal skills.
- Willingness to learn new techniques and methods in given field.