

Head of Costumes – Job Description

JOB TITLE: Head of Costumes

ALTERNATE TITLES: Costume Shop Manager

REPORTS TO: Director of Production, Asst. Production Manager

JOB TYPE: Seasonal, Salaried

SUPERVISES: Asst. Head of Costumes, Asst. Costume Designer, Stitchers, First Hands, Cutter/Drapers, Craftspeople.

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.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Analyze and determine the feasibility of costume designs, their acquisition and/or construction within the budgetary and time constraints.
- Manage budgets for costume department.
- 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.
- Coordinate with the wardrobe department, piece lists/looks and quick rigging needs for changes.
- 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.
- Any additional tasks assigned by Director of Production.

QUALIFICATIONS AND SKILLS:

- 4 years' 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.