

Costume Shop Manager

Book-It Repertory Theatre and Seattle Shakespeare Company

Position Title: Costume Shop Manager

Hours: Part-Time: approx 12 hrs/wk at Book-It and 18 hrs/wk at Seattle Shakespeare

Department(s): Production

Reports to: Production Manager of each company (production dependent)

Salary: \$19.00/hr

December 1, 2021, start date preferred

Open until filled

Join the production teams of not one but two of Seattle's beloved mid-sized theatre companies! This is a part-time staff position for both companies managing their shared costume shop space and respective costume stock. Hours are paid separately through each company. This position is open until filled with a goal to find a great fit on or near December 1, 2021.

Book-It Repertory Theatre and Seattle Shakespeare Company are equal opportunity employers. Both companies celebrate diversity and are committed to creating an inclusive and safe environment for all.

Book-It Repertory Theatre typically produces four (4) mainstage productions and three (3) education touring productions each season, from September through June.

Seattle Shakespeare Company typically produces four (4) mainstage productions, two (2) educational touring productions, and two (2) summer touring productions each season, from June through May.

The Costume Shop Manager will report to the Production Manager of the company for whom they are working at a given time.

Position Overview

The Costume Shop Manager is responsible for the management of an integrated theatrical costume stock, ensuring that items are properly stored and maintained. The Costume Shop Manager supports designers in fulfilling the costuming needs of a production and ensuring a smooth process by identifying existing items in stock, providing items for use in rehearsal, conducting up-to-date measurements of performers, and maintaining a clean and useable workspace in the shop. The Costume Shop Manager supports performers by providing an inclusive and supportive environment for taking measurements and aiding in fittings, as needed. They will aid in problem solving issues that may arise with fit, mending, and item replacement during the run of productions. The Costume Shop Manager further supports the production team by aiding in recruiting and training wardrobe staff for each production and ensuring smooth costume load-in and load-out processes.

Principal Duties and Responsibilities*

Shop and Stock

- Restocking, culling, and maintaining an organized costume stock
- Ensuring stock belonging to each company is labeled and easily identifiable
- Ensuring the shop space is neat and orderly
- Ensuring items are laundered in a timely fashion and appropriate to the garment's needs
- Maintaining sets of keys for the space and distributing as necessary
- Identifying costume shop equipment needs and ensuring the maintenance of any equipment or tools i.e., sewing machines, scissors, irons etc.
- Maintaining stock of basic materials including thread, needles, snaps, skins, etc.
- Coordinate and help with any borrows/rentals of costumes to other groups or organizations
- Accurately track costume loans and rentals and report any needed invoicing to the bookkeepers of the appropriate company – Book-It or Seattle Shakespeare

Pre-Production and During Show Runs

- Create a designated space for each show to be built and stored
- Work with production teams to gather performer measurements in a timely manner
- Pull and provide for any rehearsal costumes needed
- Aid incoming costume designers in navigating stock and pulling requested items, as needed
- Coordinate any costume transfer needs between rehearsal spaces and the costume shop
- Hire stitchers on a show-by-show basis when required*
- Aid with fittings and alterations as needed
- Hire and train Wardrobe Supervisors for each show*
- Label costumes for the run of the show
- Set up dressing rooms prior to tech
- Attend production meetings or tech rehearsals, as requested (Advanced notice will be given if attendance is required)
- Launder and dry-clean costumes, as needed, during each production run
- Facilitate the restyling of wigs, if needed (Ability to style wigs not required for this position)
- Coordinate invoices for payment of contracted workers (design assistants, stitchers, wig masters)*

Post-Production

- Load costumes out from dressing rooms
- Post-strike dry cleaning and laundering
- Organize the costumes used in the show and coordinate the returns of borrowed items
- Restock costumes used in the show

- Cull any items not being kept
- Perform any mending required for items returning to stock

*Some principal duties are needed by one but not both companies.

Job Location

The costume shop is located in the Seattle Center Armory building in the Center Theatre space. The Costume Shop Manager will also be required to go to offsite rehearsal spaces, as needed, for delivery of rehearsal items, costumes for fittings, and picking up costumes to return to the theatre.

A Strong Candidate Will Possess These Skills

- Experience in costume design or wardrobe maintenance
- Experience with garment care and/or repair
- Understanding of the operations of a professional acting company and a professional theatre environment
- An appreciation for the variety of forms bodies come in and desire to ensure best garment fits for any and all performers and their forms
- Strong written and verbal communication skills
- Strong organizational and project management skills, allowing you to track multiple projects at a time
- The ability to manage shifting priorities and changing project needs
- Ability to work independently while maintaining deadlines
- A collaborative approach and ability to maintain a positive shop atmosphere
- A commitment to anti-racism and Equity, Diversity, and Inclusion practices and ideologies

Other Skills That Will Help You Thrive in This Position

- Fluency in Excel, Word, Outlook, Dropbox, Zoom
- Advanced sewing skills a plus

Physical Requirements for This Position

- Ability to lift and carry loads of clothing (50 pounds)
- Ability to climb a ladder, balance, and reach with hands and arms
- Comfort with heights
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- While performing duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. Hands are often needed to finger, grasp, handle, feel or operate small objects or controls.

- Hand-eye coordination capabilities necessary to operate computers and sewing machinery.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

Pay and Benefits

Book-It Repertory Theatre

- Part Time- average of 12 hours a Week
- \$19 an hour

Seattle Shakespeare Company

- Part Time- average of 18 hours a Week
- \$19 an hour

COVID-19 Considerations

Book-It Repertory Theatre and Seattle Shakespeare Company require a COVID-19 vaccination for in-person business. All employees are required to present proof of vaccination status upon hire, unless they qualify for a medical or religious exemption. This is an in-person position.

To apply, please send a résumé and cover letter, with “Costume Shop Manager” in the subject line, to:

Jocelyne Fowler: jocelynef@seattleshakespeare.org

AND

Dan Schuy: dans@book-it.org