



## JOB DESCRIPTION

**TITLE: Costume Shop Assistant**

**DATE: Jan. 2019, 10 -12 weeks. Part time.**

**DEPARTMENT: Production / Costume Shop REPORTING TO: Costume Shop Manager**

**PURPOSE OF POSITION: To provide assistance and support to the Costume Manager and Costume Shop, by means of product research, shopping/ordering, returns, borrowing and rentals, show related paperwork and preparations for the builds of Romeo & Juliet and Urinetown.**

### **MINIMUM REQUIREMENTS:**

- \* Three years theatrical costume experience or education.
- \* Familiar with costume materials/products and terminology
- \* Ability to search products and shop online
- \* Proficient in Microsoft word and Excel
- \* Valid Driver's License.

### **SKILLS REQUIRED:**

- \* Work independently to track information from fitting notes, sort into related working notes or show paperwork.
- \* Ability to place and monitor purchases, schedule pick-ups and returns, return dates and vendor relationships.
- \* Efficient time management with ability to multitask under reasonable time constraints.
- \* Ability to work as a team member and maintain a pleasant attitude
- \* Maintain positive relationships with other theatrical entities, suppliers and vendors while representing ACT.
- \* Ability to lift, push, or maneuver up to 50 - 70 lbs. repeatedly either alone or with assistance from others.

### **MAJOR RESPONSIBILITIES:**

- \* Responsible pricing/sourcing of materials and items as requested by Costume Manager
- \* Assist as needed in transportation and shopping.
- \* Assist as needed in design assistance by pulling, borrowing or purchasing costume items in consultation with Costume Designer/Costume Director.
- \* Track receipts and purchases
- \* Computer data entry in recording of costume pieces and purchases.
- \* Attend meetings, tech rehearsals as needed and note taking as requested.
- \* Assist with costume loans and rentals.
- \* Perform other show or costume shop related tasks as assigned by Costume Manager

Send cover letter and current resume to: [Amanda.mueller@acttheatre.org](mailto:Amanda.mueller@acttheatre.org)