



A Contemporary Theatre

Costume Shop Manager

Salary Range: \$30-\$31.79 per hour

Status: Seasonal, full time, non-exempt. Estimated 40-45 weeks per year.

A Contemporary Theatre (ACT) is where artistic ambition and civic engagement unite. ACT envisions a world where the power of theatre expands our collective understanding of community and our own humanity.

The Costume Shop Manager is a Working Supervisor who manages the Costume and Wardrobe departments at ACT. This includes overseeing all day-to-day activities in the Costume Shop including wardrobe, wigs, and make-up. This position hires and directly supervise all costume and wardrobe staff. They are responsible for purchasing costume items in coordination and consultation with the Designer and oversee the construction, alteration, and maintenance of costumes for ACT productions. They support the artistic vision of the production and execute the realization of the costume designs collaboratively and creatively, ensuring that the costumes are realized in a fiscally responsible and timely manner.

In collaboration with the Director of Production and Technical Director, the Costume Shop Manager helps to set and supervise seasonal and department budgets, design deadlines, and seasonal calendars for Costume and Wardrobe departments.

Benefits include: health, vision, and dental insurance; paid sick, vacation and holidays; 403b plan; access to \$5 downtown parking and Orca card; and free tickets to ACT productions.

COVID-19 vaccination, including a booster, is a condition of employment.

Primary Responsibilities:

- Hire and supervise Costume Shop and Wardrobe staff – including all full time seasonal and over-hire employees.
- Coordinate with the Draper and other Costume Shop staff to approve procedures and techniques for fabrication. Anticipate and facilitate workflow by delegating projects to appropriate personnel.
- Adherence to budget and budget principals while executing a high-quality artistic product
- Accurately track expenses across budgetary lines and keep records of all purchases and returns.
- Primarily responsible for sourcing costume items. This includes but is not limited to purchasing both in-store and online and coordinating rentals and loans.
- Ensure that all costume work takes place in a safe manner in the Costume Shop and backstage.
- Maintain shop equipment in safe working order. Purchase and stock shop supplies.
- Maintain costume shop storage.
- Ensure that the costume shop work environments, fittings, quick change spaces, and all other workspaces and activities under the costume departments purview are inclusive, and respectful for performers, designers, and staff. Maintain discretion and diplomacy in all activities to ensure that performers feel supported and safe.
- Attend rehearsals, technical rehearsals, and previews as required by Production Management.
- Collaborate with other Departments as required to facilitate Costume needs for Special Events, which includes leading discussions, tours, and other public interactions with donors and patrons.

Qualifications and Skills

- Five or more years of supervisory and leadership experience in a costume shop, including budget analysis and design assistance – or commensurate experience.
- Experience estimating project costs based on provided design information, tracking and projecting expenses.

- Ability to manage in an environment with adapting priorities, while maintaining a spirit of creative thinking and problem solving.
- Working knowledge of the design process, costume construction, and technology, including flat-patterning, and draping.
- A demonstrated understanding of body diversity and a commitment to leading a body positive costume shop.
- Drive to collaborate to achieve common goals, flexible, sense of humor, problem-solver, detail-oriented, support driven, work independently on multiple projects at a time
- Proficient with Microsoft Office.
- Flexibility in scheduling, occasional weekend and evening work will be required based upon program calendar

Equity and Inclusion

ACT strives to be an anti-racist, fully accessible, multicultural theatre that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to diversity, equity and inclusion

Essential Physical Skills

This position requires sitting, standing, walking stairs and ramps with ease and purpose. Should have comfort working at heights and on ladders. Knowledge and competency with costume shop tools. May be required to lift materials and equipment weighing 35 pounds or more, alone or with assistance.

Working Conditions

This position primarily works in a shared office setting with significant time spent in shops and theatre spaces – dressing rooms, storage areas, and backstage. During the production process, work environments may at times be loud, cramped or in low-light."

To Apply Submit resume and cover letter to work@acttheatre.org