



## **Costume Shop Manager (starting \$700/week plus housing, commensurate to skill)**

The Costume Shop Manager is responsible for the overall operation of the costume shop including design integration, construction, fitting, altering, repairing, cleaning, storing, and cataloging of costumes. The Costume Shop Manager also manages all aspects of wardrobe run crew and costumes during all performances.

### **Principal Duties and Responsibilities:**

Under the direction of the Artistic Director, the Costume Shop Manager is responsible for the efficient operation of the costume shop, including:

- Maintaining the WWT owned costume inventory and shop; including costume cleaning, repair work, shoe inventory, costume shop supplies, equipment, and fabric inventory
- Managing all employees of the shop; including volunteers.
- Setting hours, deadlines, and timelines. Outlining daily/weekly schedules/goals in conjunction with the Summer Master Calendar.
- Overseeing patterning, cutting, altering, and construction of costumes from beginning to end.
- Pulling, striking, and labeling of any costumes/items used in the production.
- Maintaining and monitoring costume department budgets for each production as set forth by WWT.
- Processing all invoices and receipts for costume shop purchases as set forth by WWT HR.
- Scheduling and supervising all fittings in coordination with the Directors and Stage Manager.
- Overseeing costume crafts such as dyeing, fabric painting, and millinery.
- Working with visiting Costume Designers to oversee the completion of all costume elements.
- Overseeing rental contracts and shipping.
- Overseeing the cleaning and return of all rental costumes in a timely manner.
- Supervising organization and cleanliness of costume shop, dressing rooms, and laundry facilities.

The Costume Manager is responsible for all aspects of costuming during a show run, including:

- Establishing costume guidelines for performers in the theater: Mirror Plots
- Overseeing and managing wardrobe dresser staff, and facilitating quick changes.
- Supervising the maintenance and repair of costumes during a show run
- Overseeing run-of-show duties

**The Costume Manager also supports other departments as needed.**

### **Skills:**

- Demonstrated experience in machine and hand sewing techniques.
- Strong familiarity with industrial sewing machines
- Proficiency with Google docs, sheets, and calendar
- Ability to problem solve and work well under pressure.
- Ability to be self-sufficient and self-motivated.
- Ability to prioritize and have good time management.
- Working long hours

*(continued)*

For questions contact: Jennifer Dow, Associate Artistic Director at [jen@wagonwheelcenter.org](mailto:jen@wagonwheelcenter.org)  
[www.wagonwheelcenter.org](http://www.wagonwheelcenter.org)



*(Continued Costume Shop Manager/Draper)*

- Scheduling
- Show an ability to learn and grow within the working environment, all while maintaining a healthy positive attitude.
- Strong communication skills practicing patience and compassion
- Excellent attention to detail
- Personal and project management
- Multitasking
- Collaboration

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