



JOB DESCRIPTION: COSTUME SHOP MANAGER

Job Title: Costume Shop Manager

Reports To: Production Manager (PM)

Supervises: Costume Shop Assistant, Drapers, First Hands, Stitchers, Craft Artisans, Wardrobe Supervisors, Wardrobe Assistants, Wardrobe/Costume Apprentices

Department: Costumes/Production

FLSA Classification: Full-time, Exempt

General Statement of Job Function: The Costume Shop Manager shall oversee all aspects of costume construction, costume crafts, rentals, and maintenance for all Goodspeed productions. They are also responsible for hiring and supervision of all costume shop and wardrobe staff. They also oversee planning and budgeting for the costume department. In addition, they will support and help maintain the Costume Rental Collection.

Primary Duties and Responsibilities:

- Supervise completion of all costume elements as specified by costume designer, director and choreographer within time frame and budget set by Goodspeed
- Create cost estimates on all shows prior to build, and maintain ongoing accurate records/running tally of all expenditures
- Collaborate with designer and stage management to develop and update costume plot, dressing lists, and other shop paperwork and track changes throughout the rehearsal process
- Develop costume shop schedules, benchmarks and build deadlines
- Facilitate work flow through shop by delegating appropriate jobs to shop staff
- Coordinate with Stage Management to request and schedule all costume and costume related fittings, and attend fittings as necessary
- Coordinate acquisition, rental and/or purchase of all costume materials and/or pieces for each Goodspeed production
- With PM develop and oversee annual/show budgets
- With PM, interview and hire all costume shop and wardrobe staff
- Supervise, educate, and manage the costume department staff
- At the Opera House, work with Wardrobe Supervisor to coordinate the backstage tech process and facilitate wardrobe crew training, quick changes, and actor/designer notes
- At the Terris Theatre, supervise the backstage tech process and facilitate Wardrobe Supervisor and crew training, quick changes, and actor/designer notes

- At the Terris Theatre, supervise the set up and arrangement of dressing room spaces and quick change areas
- Attend all technical rehearsals and production meetings including all first performance meeting/notes sessions
- Work with Costume Rental Manager to coordinate staff for pulling, inventorying, maintenance and transportation of all costumes for Goodspeed productions and third party rentals

Other Duties and Responsibilities:

- Coordinate with the Production Management office and Costume Rentals Manager to accommodate designer residency schedule and coordinate travel
- Work with designer to pull and prepare photo call clothing as needed
- Respond to Stage Management daily rehearsal and performance reports with information as necessary
- Supervise and assist with the creation and maintenance of a costume department “bible” for each production
- Participate in HR management for the costume department
- Ensure that staff is working in a welcoming, clean, safe and supportive workspace
- Other duties as assigned

Required Qualifications & Skills: Minimum BA/BFA in Theatre, MFA preferred or equivalent experience; strong supervisory skills; experience creating and monitoring budgets. Knowledge in the requirements of union rules and guidelines for Equity acting company; Night and Weekend availability

Preferred Qualifications & Skills: Minimum 7-10 years ‘experience in costumes; ability to work within tight deadlines and budgets; proficiency with MS Office suite.