



JOB DESCRIPTION: COSTUME RENTAL ASSISTANT

Rev: 03/2023

Job Title: Costume Rental Assistant

Reports To: Costume Rental Coordinator

Department: Production/Costume Rentals

FLSA Classification: Annual Full-Time Non-Exempt or Annual Part-Time Non-Exempt

Salary Range: \$17.00 per hour time and a half over 40, insurance benefits, FSA, paid time off, and holidays provided (if full time)

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment, and is proud to be an Equal Opportunity Employer. Women, non-gender binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are strongly encouraged to apply.

General Statement of Job Function: The Costume Rental Assistant assists with the day to day operations of the Goodspeed Costume Collection and Rental Business. In addition, the Costume Rental Assistant assists with inventory, maintenance, and packaging of costumes.

Principle Duties and Responsibilities:

- Assist with all rentals, maintenance, storage and inventory of the Goodspeed Costume Collection.
- Evaluate stock options based on client design and provide input on pull options.
- Assist clients with the pull, paperwork, pickup, shipping and return processing of all outside rentals.
- Assist Costume Rental Coordinator and Costume Designer with pulling, inventorying, maintenance and transportation of costumes for Goodspeed productions and third-party rentals.
- Assist with daily administrative tasks.
- Monitor emails and phone calls and reply to clients when necessary.
- Assist in cataloging the collection.

Other Duties and Responsibilities:

- Assist in reviewing and approving donation inquiries and manage those desired acquisitions.
- Maintain a clean and safe workspace.
- Other duties as assigned.

Required Qualifications & Skills:

- Minimum 2-5 years' experience in Costumes.
- Respect for Goodspeed's mission and drive, including the understanding that the focus of our work is to support the artistic and creative process—and people—at the heart of making musical theatre.

- Understanding and knowledge of costume period sizing.
- Excellent verbal and written communication skills.
- Working knowledge of musicals, period clothing, costumes, and fashion.
- Experience in using MS Office suite.
- Ability to work within tight deadlines.
- Be detail orientated and self-motivated.
- Able to walk up 2 flights of stairs carrying 40 pounds.
- Ability to work comfortably at elevations of up to 24 feet.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities; cultivating and maintaining positive relationships; employing discretion, diplomacy, and tact; seeking the positive in all situations.
- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines; identifying priorities and making good decisions with a minimum of information; staying relaxed and proactive when things are uncertain; confidently managing risk and uncertainty.
- A commitment to an equitable work environment, which includes use of gender inclusive language; support for individual gender expression, racial equity and inter-generational collaboration; accessibility for people with disabilities; and cultural sensitivity.

Preferred Qualifications & Skills:

- Experience with domestic and industrial sewing machines and sergers.
- Have basic hand-sewing skills/ ability to do minor repairs.
- Valid driver's license with safe driving record.
- Comfortable driving a 16' Box Truck.
- Occasional availability nights, weekends, and the occasional Holiday.

Employee Acknowledgement / Date

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