



JOB DESCRIPTION: COSTUME SHOP MANAGER

Rev: 07/2022

Job Title: Costume Shop Manager

Reports To: Production Manager (PM)

Supervises: Assistant Costume Shop Manager, Drapers, First Hands, Stitchers, Craft Artisans, Wardrobe Assistants, Wardrobe/Costume Apprentices, Over-hire Costume Staff, Wigs & Hair Supervisor, Wigs Stylists

Department: Production/Costumes

FLSA Classification: Annual Full-time Exempt

Salary Range: \$52,000-\$58,000

General Statement of Job Function: The Costume Shop Manager is responsible for all aspects of costume construction, costume crafts, rentals, and maintenance as well as the management of the wig/hair department for The Goodspeed, The Terris Theatre, and all assigned Goodspeed events and outside projects. The Costume Shop Manager is also responsible for hiring, scheduling and supervision of all costume shop, wardrobe, and wig/hair staff. In addition, the Costume Shop Manager will support and help maintain the Costume Rental Collection.

Primary Duties and Responsibilities:

- Supervise completion of all costume & wig/hair elements as specified by designers, 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, anticipating and preparing expenses forecasting as needed.
- 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 & wig/hair schedules, benchmarks, and build deadlines.
- Facilitate workflow 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 as necessary.
- Coordinate with Stage Management to request and schedule all hair and wig-related fittings/hair appointments.
- Purchase materials, equipment, and bulk consumables for the hair and wig department.
- 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.
- Interview and hire (with PM approval) all costume shop, wardrobe, and hair/wig staff, including run crew.
- Supervise, educate, and manage the costume and hair/wig department staff.
- At the Opera House, work with Wardrobe Supervisor to coordinate the backstage tech process and facilitate crew training, quick changes, and actor/designer notes.
- At the Terris Theatre or other Goodspeed event venues, support the backstage tech process and help to facilitate requests/needs of productions.



- Coordinate Salon services for performers with stage management and company management.
- Work with Costume Rental Department to coordinate staff for pulling, inventorying, maintenance and transportation of all costumes for Goodspeed productions and third-party rentals.
- Attend all technical rehearsals and production meetings including all first performance meeting/notes sessions.

Other Duties and Responsibilities:

- Coordinate with the Production Management office and Costume Rentals to accommodate designer residency schedules and coordinate travel.
- Work with designers to pull and prepare photo call clothing as needed.
- At the Terris Theatre or other Goodspeed event venue, supervise the set up and arrangement of dressing room spaces and quick change areas as needed.
- Manage maintenance, storage and inventory of all theatre and shop supplies, tools and equipment.
- Respond to Stage Management daily rehearsal and performance reports.
- Supervise and assist with the creation and maintenance of a costume department “bible” for each production.
- Maintain safety supply inventory, including respirators and cartridges, and arrange respirator fittings as necessary.
- Participate in HR management for the costume and wig/hair department.
- Arrange coverage for crew’s tracks in cases of emergency/illness.
- Ensure that staff is working in a welcoming, clean, safe and supportive workspace.
- Other duties as assigned.

Required Qualifications & Skills: Minimum 7-10 years’ experience in theatrical costumes; Strong supervisory skills; Experience creating and monitoring budgets. Knowledge in the requirements of union rules and guidelines for Equity acting company; Able to work long hours during heavy build and tech periods; Physically required to stoop, bend, reach, and carry 40 pounds up a flight of stairs. Periodic availability nights, weekends, and the occasional Holiday.

Preferred Qualifications & Skills: Ability to work within tight deadlines and budgets; Proficiency with MS Office suite; Valid driver’s license with safe driving record; Comfortable driving a 16’ Box Truck.