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| **Job Title:**  Theatre Costume Shop Manager | **FLSA Classification:**  X Exempt ☐Nonexempt |
| **Reports to:**  Managing Director of the Mary Moody Northen Theatre | **Location**:  Mary Moody Northern Theatre |
| **Department: Performing Arts** | **Division:** School of Arts and Humanities |
| **Employment Category:**  X Full-Time ☐ Part-Time | **Paygrade:** 416 |

**PRIMARY PURPOSE OF POSITION**

This role is responsible for, facilitates, and oversees the daily shop operations and the production of all costumes and hair/makeup elements. This includes leading and supervising the production process, construction, procurement, and the realization of the costume and wig/makeup designs and working closely with the design faculty to establish the needs of theater students and design classes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Production**

* Collaborates with the MMNT Resident Director, and staff while working closely with the costume design faculty and guest costume designers with regard to all MMNT costume production elements, planning, and execution. The shop manager ensures that all costume elements are delivered within the schedule.
* Establishes and follows the production calendar, shop schedule, protocols, and procedures in concert with the MMNT staff, faculty, and guest designers.
* Supervises and mentors students in shop-related processes and projects.
* Is responsible for the management and supervision of new builds from the design stage through the completion of the costume.
* Is responsible for the management and supervision of builds in all areas of crafting, painting, dyeing, and millinery projects as needed.
* Assigns and supervises the construction of costumes/accessories and related work to over-hire and costume shop student employees.
* Collaborates with hair and makeup guest designers for MMNT productions from sketch to finished product.
* Attends costume parades, quick-change rehearsals, and dress rehearsals. Gives appropriate notes when applicable.
* Trains, manages, and serves as technical advisor for student dressers and wardrobe running crews for all MMNT productions.
* Orchestrates dress rehearsal and strike in collaboration with production personnel and shop staff.
* Mentors and manages beginner-level students in the lab portion of the costume skills course.
* Maintains a safe working environment and implements current professional standards and quality control for the Costume Shop.
* Provides all rehearsal costume pieces, as requested by Stage Management.
* Schedules and assists with costume fittings, measurements, and costume/hair-related appointments for the cast.

**Administrative**

* Reports to the MMNT Managing Director on all budgetary and operational needs for the costume shop.
* Oversees and tracks costume and hair/makeup production expenses and ensures all expenses are within the constraints of the given budget.
* Hires, trains, and instructs student costume shop employees and production over-hire. Supervises the costume shop employees and over-hire productivity and thoroughness.
* Effectively communicates and cooperates with designers and the production team, articulating the shop’s ability to deliver designs.
* Assists with resource allocation as needed and purchases items as requested by designers. Shops costumes, fabrics, and accessories when necessary.
* Creates a positive and supportive work environment while mentoring students.
* Attends Performing Arts Faculty and Staff meetings and Design/Tech meetings.
* Supervises the routine maintenance of shop equipment and ordering of new equipment and supplies.
* Manages costume stock and processes rental requests when needed.
* Maintains production records and costume shop paperwork.
* Secures and drives university vehicles when necessary.
* Responsible for regulatory and policy compliance as it applies to the position.
* Performs other duties as assigned.

**QUALIFICATIONS**

* BFA or BA in costume design/technology or related field and a minimum of three years of professional experience managing a costume shop or related experience in theatrical costume design/technology.
* Knowledge of costume history, construction techniques, and fabric required.
* Experience in the supervision of costume construction and crafts required.
* Professional experience in costume technology, specifically: cutting, pattern making, draping, basic/advanced stitching, and tailoring.
* Ability to work quickly and accurately with attention to detail.
* Flexible, focused, and well-organized team leader.
* Knowledge of Actors’ Equity Association preferred
* Previous management and supervisory experience strongly preferred.
* Ability to comply with workplace guidelines and policies, including safety and Title IX protocols.
* Successful completion of an employment and/or criminal history background check is required.

**WORKING CONDITIONS**

This is an in-person position. The position will require the ability to work flexible hours including working evenings and weekends.

**PHYSICAL REQUIREMENTS**

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up for long periods of time.
* While performing required job tasks, physically able to climb ladders.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**SUPERVISORY RESPONSIBILITIES**

This position supervises student workers.

**EXPECTATIONS**

* Maintain confidentiality.
* Work effectively with a diverse faculty, staff, student body, alumni, and community.
* Model inclusive excellence through actions that support the university’s diversity commitment.
* Adhere to the policies and procedures established by St. Edward’s University.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.* *This document does not represent a contract of employment.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |

