

Costume Shop Manager Job Description

Organization:

American Stage is an Equal Opportunity Employer. American Stage does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Founded in 1977, American Stage is Tampa Bay's longest-running, critically acclaimed professional theatre, committed to its role as a vital arts leader, contributing to the cultural landscape of the region by pursuing innovative programming and deeper connections with our community through our high-quality mainstage productions, our annual American Stage in the Park production, and our robust education and outreach programs. With powerful stories, boldly told, American Stage aspires to make the experience of dynamic, relevant, world-class theatre accessible for all.

At American Stage, we see the empty space as an opportunity for social change & civilized discourse to occur --one of the few sacred places left in a far too noisy, often divided, world where human beings can still sit in the quiet dark together, think a while, & be awakened. To gain a richer connection to the fragility of beauty & pain that exists in all art & life.

Theater of, by, and for all people. Artist-driven, radically inclusive, and fundamentally democratic. Through artistic excellence and the craft of storytelling, American Stage is committed to creating a safe space for multicultural artists to share their full humanity, as we come back to the theatre at this exciting but challenging time. We choose to create a new American Stage that enriches and embodies the rich diversity and cultural tapestry of America and truly reflects the American experience.

Position Summary:

American Stage seeks a contracted Costume Shop Manager for our two fall productions. The productions will be performed on the 180 seat Raymond James Stage at American Stage in downtown St. Petersburg. An ideal candidate is energetic and motivated to manage the costuming needs of the productions. The Costume Shop Manager is responsible for the timely planning and accurate realization of the costumes.

Experience in a professional costume shop is preferred, but early career individuals with undergraduate or graduate degrees or equivalent work experience will be considered. This position is on a contract basis but has the potential to lead to further employment on future productions.

Responsibilities:

- Adhere to all “We Will Return Safely” Health and Safety Plan requirements, including being fully vaccinated and occasional COVID-19 testing as the production calls for it
- Meet with Costume Designers to review designs and plans for construction or acquisition
- Prepare the lighting plot for hang and focus and ensure it’s actualization
- Establish light circuiting and cabling layout plan
- Maintain all costuming paperwork
- Work with the Associate Artistic Director, Technical Director, and Stage Management to efficiently manage each production’s costume needs
- Communicate and coordinate shop needs with Associate Artistic Director
- Participate in fittings, attend all Production meetings, tech/dress rehearsals
- Maintain show costumes including, laundry and fixes as needed
- Arrange and pick up and return of any necessary rentals, such a wigs
- Communicate with Stage Management regarding schedules and crew assignments
- Track expenses within the show budget and report them to the Associate Artistic Director
- Organize, maintain and restock the costume shop inventory
- Be sure shop spaces are left clean and in orderly condition
- Performs other related work, as required

Skills:

- BA Technical Theatre/ 3 years professional work experience
- Thorough understanding of the costume design and construction processes and all the related aspects of the overall theatre production process
- knowledge of cutting, draping and patterning
- Knowledge of textiles, crafting materials and costume history
- Proficiency with sewing machines of various types
- Able to lift 50 lbs

- Understating of best theatrical practices in regards to construction, stitching, sewing, etc.
- Budgeting and resource management
- Ability/willingness to work with apprentices
- Creative problem solving and troubleshooting
- Ability to collaborate with designers and sensitivity to the artistic process
- Team oriented and collaborative attitude
- Excellent Communication

Compensation and Schedule:

Costume Shop Manager is a part time, seasonal, contract position.

Compensation: \$7500

15 weeks of work at approximately 25 hours per week

Start: September 27, 2021

End: January 7, 2022

Productions:

The Odd Couple by Neil Simon

Jacob Marley's Christmas Carol by Tom Mula

To Apply:

Please email your resume and cover letter to pwilt@americanstage.org and tell us why you are the ideal candidate for this specific job.