

DreamWrights Center for Community Arts

Job Title: Costume Coordinator

Classification: Hourly, part-time, non-exempt

Hours: This position is part time 20 hours per week, flexibly arranged as needed, not to exceed 40 hours within a two-week period.

Position Summary: Reporting to the Technical Director, The Costume Coordinator is responsible for implementing all costume design elements within the pre-established budget and for costume maintenance of the show. This position will oversee, educate, train, and guide all volunteers who are involved in costume design and costume crews for the productions. The Costume Coordinator is also responsible for oversight and maintenance of the costume shop and equipment, as well as the costume stock. The Costume Coordinator will directly advance our educational mission of helping people to grow creatively through teamwork on theatrical productions.

Job Responsibilities may include but are not necessarily limited to:

PRODUCTION RESPONSIBILITIES

1. Work closely with the Production Staff, making recommendations for any Guest Costume Designers. Artistic Director will make the formal offer to each Designer.
2. When acting as Costume Designer for any production, attend all Director's Vision, Production Team Feedback, Design Presentation, and Production Meetings. Anticipate and communicate to Technical Director the ideal number of volunteers for Costume Crew for each production, as well as any Costume needs to be considered.
3. Work with the Technical Director to create benchmark Costume dates for each production of the season.
4. Provide leadership and oversight for all members of Costume Crew, including orientation, training, and clear communication of expectations and schedule.
5. Obtain actor measurements for each Company. Schedule Costume Fitting appointments for each actor.
6. Pull or create all rehearsal costume pieces and footwear as requested by Director for promotional photo shoots, television spots and special appearances.
7. Provide leadership and oversight of the Costume Crew, working with volunteers and Guest Designers to delegate appropriate tasks and successfully complete the costume build and finishing for each production.
8. Assign costume changes to members of the Costume Crew to ensure maximum accountability, smooth flow, and support for the actors backstage during the production. Provide training for Costume Crew members on smooth quick-change process.
9. Observe Designer Run from the house, noting all needed costume adjustments and alterations.
10. Maintain all wardrobe pieces including mending, stitching, altering, laundering and/or replacing items as necessary throughout the run of each production.
11. Provide leadership during Strike, ensuring that all costume pieces and footwear are sorted and returned to the appropriate storage area and costume shop is fully restored.

12. Provide regular maintenance of the costume shop and costume storage to best support productions, events, classes, and camps.
13. Provide notification and recommendations to Executive Director for capital expenditures needed to replace costume shop tools and equipment.
14. Ensure that Guest Designers work within budgetary guidelines for each production. Provide advice on purchases, vendors, and service providers.
15. Submit all costume receipts to office in a timely manner.
16. If a volunteer Designer is not available, the Costume Coordinator will serve as the Costume Designer for the production.

EDUCATION RESPONSIBILITIES

1. Pull costume pieces as requested for classes, workshops, and camps.
2. Instruct special workshops as requested.

COSTUME SHOP “RENTAL” RESPONSIBILITIES

1. Maintain Costume Shop rental hours (by appointment).
2. Return all costume request calls and emails in a timely manner.
3. Fill out costume forms with items borrowed clearly listed.
4. Submit donations and forms to office as collected.
5. Maintain communication with Office Manager on any daytime questions for returns and pickups.

Qualifications

Minimum of a high school diploma or GED with 2 years or more of relevant work experience in the field.

Compensation: Compensation will be commensurate with qualifications and experience for similar positions within the non-profit performing arts industry.

Key Competencies:

- Ability to work in a collaborative learning environment that emphasizes the creative process as well as the final product.
- Ability to work calmly under pressure.
- Knowledge of theatre production operations and procedures.
- Knowledge of principles, practices, and techniques of costume construction.
- Proficient in hand and machine sewing, crafts, and millinery.
- Proficient in operating domestic and industrial sewing machinery.
- Ability to train and manage wardrobe volunteers.
- Proficient in Excel, Word, Google Docs.
- Strong, effective organizational and communication skills and ability to interact well with people of all ages and diverse backgrounds.

WORKING CONDITIONS

Some evening and weekend work required.

How to Apply: DreamWrights is an equal opportunity employer and is interested in receiving candidates from a broad spectrum of people. Qualified candidates should submit a resume and cover letter with salary requirements addressing your specific skills related to this position to: dreamwrightssearch@gmail.com.

ADA - CHECKLIST FOR PHYSICAL ACTIVITIES & REQUIREMENTS, VISUAL ACUITY, AND WORKING CONDITIONS OF THE POSITION

1.	The physical activity of this position.
A.	<i>Climbing. Ascending or descending ladders, stairs, ramps, using feet and legs and/or hands and arms.</i>
B.	<i>Stooping. Bending body downward and forward by bending spine at the waist.</i>
C.	<i>Kneeling. Bending legs at knee to come to a rest on knee or knees.</i>
D.	<i>Crouching. Bending the body downward and forward by bending leg and spine.</i>
E.	<i>Reaching. Extending hand(s) and arm(s) in any direction.</i>
F.	<i>Standing. Particularly for sustained periods of time.</i>
G.	<i>Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.</i>
H.	<i>Pushing. Using upper extremities to press against something with steady force to thrust forward, downward, or outward.</i>
I.	<i>Pulling. Using upper extremities to exert force to draw, haul or tug objects in a sustained motion.</i>
J.	<i>Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position maximum of 25lbs.</i>
K.	<i>Fingering, picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.</i>
L.	<i>Grasping. Applying pressure to an object with the fingers and palm.</i>
M.	<i>Feeling. Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.</i>
N.	<i>Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</i>
O.	<i>Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</i>
P.	<i>Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.</i>
2.	The physical requirements of this position.
A.	<i>Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</i>
3.	The visual acuity requirements including color, depth perception, and field vision.
A.	<i>The worker is required to have close visual acuity to perform activities such as: reading; visual inspection involving small defects, small parts, and/or operation of machines; using measurement devices; and/or assembly or fabrication of costumes at distances close to the eyes.</i>
4.	The conditions the worker will be subject to in this position.
A.	<i>None. The worker is not substantially exposed to adverse environmental conditions.</i>