Costume Shop Manager

Northern Stage in White River Junction, VT seeks an experienced Costume Shop Manager to join the full time staff. Northern Stage is a LORT D 240 seat regional theater, producing a 6-show mainstage season between the months of August and May, plus educational programs, a New Works festival, and 4-6 other events year-round. This position reports directly to the Production Manager, and will work closely with production department heads and costume shop staff to coordinate all costume-related activity necessary to execute programming.

Responsibilities include but are not limited to:

- Manage daily operations of the costume shop, including scheduling and budgeting.
- Work with PM to hire all costume staff, including full-time staff and over hire, and oversee all staff, overhire, and volunteer labor, ensuring a safe and healthy work/learning environment for staff and apprentices.
- Interpret, budget, and execute all costume, hair and makeup designs, facilitating communication with designers and ensuring that all designs are completed within deadlines and budgets.
- Collaborate with directors, designers, and stage management to develop and update costume plot, dressing lists, and other costume-related paperwork.
- Coordinate the purchase and maintenance of all costume shop materials, supplies, and equipment.
- Request and attend all costume and costume-related fittings.
- Schedule and coordinate costume load-in and strike for each production, communicating with wardrobe crew and stage management regarding instructions and expectations, and provide onsite support for staff and creatives during tech/previews.
- Maintain costume stock and oversee all rentals and loans to/from outside entities.
- Provide support for events outside the mainstage and education seasons.
- Support other production departments as needed.

Qualifications

- Bachelor's degree or equivalent.
- Minimum 3 years experience in theatrical costume design and construction.
- 2+ years experience working professionally in costume shop management or asst. management, including managing a budget and executing multiple designs on a tight timeline.
- Experience working with Equity performers and stage managers.
- Exceptional organizational and technical skills.
- High degree of interpersonal and communication skills.
- Valid Driver’s License.

Standard work days are Monday – Friday, 9:00am-6:00pm, but expect to work some nights and weekends as the schedule requires. Starting salary for this position is $715/week. Housing is available for lease through Northern Stage ranging from $1,000-$1,200/month, all utilities included. Contract dates are 7/27/20-5/30/21.

To apply, send cover letter, resume, and three professional references in PDF format to Production Mgr. Jess Johnston via Submittable: https://northernstage.submittable.com/submit/154364/employment-applications.

To learn more about Northern Stage, please visit our website: www.northernstage.org. No phone calls please.