

Costume Shop Supervisor

Northern Stage, a LORT D 240 seat regional theater in White River Junction, VT, seeks an experienced Costume Shop Supervisor to join the full time staff. Northern Stage produces a mainstage season, an education season, 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 full-time and over hire costume positions, and oversee all staff, overhire, and volunteers, ensuring a safe and healthy work/learning environment for staff/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, and support other production departments as needed.

Qualifications

- 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.
- Bachelor's degree in technical theater a plus.

Job Type Full time, with some nights and weekends required

Contract Dates: 5/9/22 - 5/28/23 with possibility for renewal

Compensation: \$18/h + overtime paid at time and a half

Benefits: Dental, Vision, Life insurance, and PTO. Subsidized housing available for rent through Northern Stage.

How to apply: Submit the following materials via Submittable:

<https://northernstage.submittable.com/submit/215789/production-staff-employment-application>

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- Cover letter
- Resume
- Three (3) professional references
- Portfolio or samples of previous work

We believe the most important and impactful art is made when we consider and commit to inclusion, diversity, equity and access both on and off of our stage. We highly encourage folks who are Black, Native or Indigenous, People of Color, Queer or Trans, Poor or Working Class, Disabled, Young, Elderly, and/or who speak English as a second language to apply. To learn more about Northern Stage, please visit our website: www.northernstage.org.