REPORTS TO:
Director of Production

GENERAL DESCRIPTION:
The Head of Costumes is responsible for the overall operation of the costume shop including design integration, construction, fitting, repairing, cleaning, storing, and cataloging of costumes. The Manager also manages all aspects of wardrobe and theatrical costume during all performances, including presentations by the main company, educational and marketing services.

ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES

The manager is responsible for the efficient operation of the costume shop, including:
- Under the direction of Director of Production and Artistic Director, creates, prepares and monitors wardrobe department budget
- Processes all invoices for costume shop purchases
- Scheduling and supervising all fittings in consultation with the Artistic Dept
- Supervision and management of full time costume staff of 2
- Overseeing patterning, cutting, and construction of costumes from beginning to end
- Overseeing special projects such as dying, fabric painting, and millinery
- Repairing and cleaning costumes
- Purchasing and maintaining equipment, fabric, and supplies
- Maintaining costume storage and stock items

The manager is responsible for all aspects of costuming during a show run, including:
- Establishing costume guidelines for performers in the theater
- Labeling, packing, and preparing costumes for transport to and from performance venues
- Preparing dressing rooms for performances
- Supervision and management of volunteer dresser staff.
- Maintaining costumes during a show run
- Dressing performers as necessary
- Checking performers’ costumes, hair, make-up before curtain
- With the Director of Production, determining quick change needs and facilities
- Setting up and overseeing all quick-change and run-of-show duties

The manager also supports other departments as needed, including Education, Marketing, and Development needs.

EDUCATION & EXPERIENCE

- The position requires an in-depth knowledge of dance and theatrical costume design and construction techniques.
- 4-5 years experience in the fabrication of theatrical costumes, with special attention to dance and movement companies.
- 3-4 years experience supervising backstage performance operations
- 2-3 years supervisory experience

HOW TO APPLY:
Send resume and references to Erin Turner, Director of Production: erin.turner@tulsaballet.org. No phone calls please.