

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:

- oUnder the direction of Director of Production and Artistic Director, creates, prepares and monitors wardrobe department budget
- oProcesses all invoices for costume shop purchases
- oScheduling and supervising all fittings in consultation with the Artistic Dept
- oSupervision and management of full time costume staff of 2.
- oOverseeing patterning, cutting, and construction of costumes from beginning to end
- oOverseeing special projects such as dyeing, fabric painting, and millinery
- oRepairing and cleaning costumes
- oPurchasing and maintaining equipment, fabric, and supplies
- oMaintaining costume storage and stock items

The manager is responsible for all aspects of costuming during a show run, including:

- oEstablishing costume guidelines for performers in the theater
- oLabeling, packing, and preparing costumes for transport to and from performance venues
- oPreparing dressing rooms for performances
- oSupervision and management of volunteer dresser staff.
- oMaintaining costumes during a show run
- oDressing performers as necessary
- oChecking performers' costumes, hair, make-up before curtain
- oWith the Director of Production, determining quick change needs and facilities
- oSetting 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.