Costume Shop Manager
WVU School of Theatre and Dance

Description

The School of Theatre and Dance at West Virginia University invites applications for the position of Costume Manager. This position is responsible for the safe operation of the School of Theatre and Dance’s costume shop and craft area in the Canady Creative Arts Center. Supervise students assigned to the Costume Shop as part of their laboratory and practicum assignments; help maintain shop space and equipment; work with instructors demonstrating costume and craft construction techniques for students; and supervise the wardrobe inventory. Assist in theatrical costume cutting and construction and maintaining inventory budgets and schedules. Maintain a reasonable inventory of supplies and materials, as budgets allow, for daily shop operations.

In order to be successful in this position, the ideal candidate will:

- Assist faculty by maintaining the safe and efficient use of equipment (e.g. sewing machines, overlock machines, washer/dryer units, industrial steam irons) and facilities within the School of Theatre and Dance’s costume, craft and puppetry spaces including the maintenance of appropriate SDS files on all supplies.
- Report violations and make suggestions to the Costume Director, School Director, and/or Facilities Supervisor regarding improvements related to safe practices in the costume/craft areas including maintenance and repairs.
- Adhere to all safety precautions, regulations and advises all students in the safe use of equipment and materials.
- Meet with the School’s Costume Director and Faculty regarding the assignment of costume construction projects for students and the scheduling of activities related to projects and the general production needs. Consults with the Costume Director about the costume shop work schedule, progress of assigned work, priorities, and deadlines.
- Reads costume renderings (designs) and specifications to help Instructors determine the type and methodology of process necessary for the construction of costumes, crafts, properties and accessories. Is the lead on the flow of alterations through the shop in conjunction with grad students and shop faculty. Assists with costume builds as needed.
- Assists the Costume Director in the supervision of the wardrobe maintenance for each production. Helps supervise students in methodology of proper wardrobe techniques and maintenance for all productions. Participates in regular production meetings, dress rehearsals, and fittings per the Costume Director.
- Meets with students to schedule call times, repair of costumes, and closing night strike. Aids students in care and cleaning of garments for each production and appropriate return inventory. Responsible for dry cleaning drop off and pick up.
- Order, record, and inventory all materials and supplies needed for production projects and supervises the on-going budget needs for each production, project and general season expense. Maintain a reasonable inventory of materials and supplies for normal shop operations.
- Assist in the cutting, construction and fitting of costumes for the School of Theatre and Dance’s production following standard theatrical construction methods.
- Teach 1-3 Costume Lab section each semester (THET 106 – 1 credit) each semester.
Qualifications

- BA or BFA (preferably in Theatre, especially with a theatre design/technology emphasis) or an equivalent combination of education and experience.
- MFA in Costuming or Costume Design or Costume Technology (or Theatre related crafts) preferred.
- At least one (1) year of experience with the following:
  - Management/supervisory skills and/or assistant costume designer and stitching skills in an established theatrical costume environment.
  - Ability to clearly communicate knowledge and information about costume/craft construction to students, faculty, and staff in the safe use and proper orientation of equipment and machinery.
  - Knowledge of all tools and equipment used in the theatrical costume shop including but not limited to industrial domestic sewing machines, overlock sergers, washer/dryer units and industrial steam irons.
  - Knowledge of all products used in theatrical costume shop including but not limited to notions, fabric dyes, color removers, adhesives, and laundry/garment cleansing products.
  - Knowledge of safety regulations regarding equipment and supplies used in the theatrical costume shop.
  - Ability to stand at cutting tables and/or work at a sewing machine, or hot dye pot for extended periods of time.
  - Knowledge and ability to create, write and edit MS Office 360 documents. Additional skills in email communications expected and a general working knowledge of computers for daily reporting and online forms.
  - Valid driver’s license.
  - Ability to lift, bend, stoop, walk, reach, stand and/or work for extended periods of time.
  - Ability to life materials up to 40 pounds.
  - Ability/manual dexterity to perform highly detailed craft/hand work (sewing) with a high degree of accuracy.
  - Ability/mobility to travel to costume storage facilities on and off campus.

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