



JOB DESCRIPTION

COSTUME MANAGER

GENERAL DESCRIPTION:

The Costume Manager is responsible for the overall operation of the costume shop including design integration, construction, fitting, repairing, cleaning, storing, and cataloging of costumes.

The Costume Manager also manages all aspects of wardrobe and theatrical costume during all performances, including presentations by the main company, educational, outreach, and marketing services.

ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES

Under the direction of the Artistic Director and the Artistic Operations Manager, the Costume Manager is responsible for the efficient operation of the costume shop, including:

- Maintain the OKCB owned costume inventory and shop; including costume cleaning, repair work, shoe inventory, costume shop supplies, equipment, and fabric inventory
- Oversees patterning, cutting, and construction of costumes from beginning to end
- Create, prepare and monitor wardrobe department budget
- Process all invoices for costume shop purchases
- Schedule and supervise all fittings in coordination with the Rehearsal Directors or Artistic Operations Manager
- Oversee special projects such as dyeing, fabric painting, and millinery
- Work with choreographers and visiting costume supervisors to oversee the completion of all costume elements.
- Oversee the cleaning and return of all rental costumes in a timely manner
- Maintain an inventory of costumes available for rental or loan to other companies. Oversee rental pricing, rental contracts and shipping

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

- Establishes costume guidelines for performers in the theater
- Pack and prepare costumes for transport to and from performance venues
- Oversee dressing rooms for performances
- Supervise and manage volunteer dresser staff.
- Maintain costumes during a show run
- Oversee run-of-show duties

The Costume Manager also supports other departments as needed, including education, community engagement, marketing, and development needs.

EDUCATION & EXPERIENCE

The Costumer Manager position requires an in-depth knowledge of dance and theatrical costume design and construction techniques preferably with a dance company.

- 4-5 years' experience in the fabrication of theatrical costumes, with special attention to dance and movement companies.

- 3-4 years related experience supervising backstage performance operations
- 2-3 years related supervisory experience
- High level of organization and attention to details.
- Ability to work toward creating a revenue producing costume rental program.