



Job Title: Costume Manager	
Reports to: Director of Production	
Program/Department: Artistic	
FLSA Status: Exempt	Schedule: Full-Time

SUMMARY

The **COSTUME MANAGER** holds sole responsibility for the overall operation of the costume shop and oversees all aspects of costuming for the organization including design integration, construction, fitting, repairing, cleaning, storing, and cataloging of costumes. Reporting to the Director of Production, the Costume Manager is responsible for the efficient operation of the costume shop and manages all aspects of wardrobe and theatrical costume during all performances, including presentations by the Company, School, Community Engagement, and Development and Communications departments.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Costume Shop Management

- Maintain the OKCB-owned costume inventory and shop; including costume cleaning, repair work, shoe inventory, costume shop supplies, equipment, and fabric inventory
- Fully construct costumes including patterning, cutting, and sewing
- Create and monitor the wardrobe department budget ensuring expenses are within budget
- In collaboration with the Director of Production, establish the annual costume budget and manages expenditures within the established budget
- Process all invoices, collect and manage receipts, and submit expense reports for all costume shop purchases
- Schedule and execute all fittings in coordination with the Rehearsal Directors or Company Manager and guest costume designers
- Implement special projects such as dyeing, fabric painting, and millinery as needed
- Work with choreographers and visiting costume designers 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

2. Production Wardrobe Management

- Establish and post costume guidelines for performers in the theater
- Pack and prepare costumes for transport to and from performance venues
- Serve as wardrobe supervisor during productions including: make dresser tracks, quick changes, laundry schedule, pre-sets, mending and repairs, and other tasks as needed
- Hire and lead professional IATSE dressers and stitchers for run of show and over-hire shop work in the theatre
- Work with rehearsal directors to facilitate studio dress rehearsals and rehearsal items as needed
- Procure rehearsal items including shoes, skirts, outerwear, or other items as needed

3. General and Administration

- Support other departments as needed, including School, Community Engagement, Marketing, and Development
- Attend company sponsored events as assigned by Artistic Director or Executive Director

COSTUME MANAGER JOB DESCRIPTION – OKLAHOMA CITY BALLET

- Practice positive internal communications and a favorable working relationship with all employees to promote a positive work climate which will be conducive to maximum morale, productivity, and effectiveness
- Operate at the highest levels of commitment to confidentiality and practices that enhance and promote Oklahoma City Ballet
- Perform other duties as required or requested by the Artistic Director

QUALIFICATIONS AND REQUIRED SKILLS

- Ability to handle multiple tasks with accuracy and to establish and meet deadlines
- High professional standards with acute attention to detail
- Exceptional communication skills
- Personal qualities of integrity, credibility, and dedication to Oklahoma City Ballet.
- Required: appropriate clearance of background check; possession of a valid driver's license and insurance coverage as required by law.

EDUCATION & EXPERIENCE

- Minimum of a Bachelor's degree or equivalent experience
- Three to five years of experience in the fabrication and design of theatrical costumes, supervising backstage performance operations, and management experience with special attention to dance and movement companies
- Proficiency with Outlook, Word, Excel, PowerPoint, database software, phone, desktop and portable computers, and electronics
- High level of organization and attention to details
- Ability to work toward creating a revenue producing costume rental program

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND SCHEDULE

This is a fully on-site position requiring general mobility in office and theatre environments as well as various off-site locations. Must be able to lift 20 lbs and operate computers and other office equipment. General office hours are Monday through Friday 9am to 5pm, but evenings, weekends, and travel are required. Must be present at all main stage performances.

BENEFITS AND COMPENSATION

The salary range for this position is \$45,000 - \$60,000, commensurate with experience. Additionally, the employee would be entitled to the benefits available to all full-time employees. This currently includes annual company-paid employee health insurance valued at \$4,374.25; four weeks of paid time off and 17 paid holidays; 401k Retirement Plan matching up to 4%; and company-paid Basic Term Life/AD&D Insurance. Our current Employee Benefits Guide will be provided to our final candidate.

APPLY

To apply, send your resume, cover letter, and three references to Jobs@OKCBallet.org. The position will remain open until filled, but our priority deadline is **May 15, 2024**.

EEO STATEMENT

Oklahoma City Ballet is a safe, inclusive workplace for people of all backgrounds and identities. Some candidates may feel like they are underqualified for a job if they do not have experience in all aspects of the job description. We encourage applicants that are excited about the role, regardless if they meet every requirement, to please apply. We believe similar, though different, experiences are transferrable. Oklahoma City Ballet is committed to the principle of equal employment opportunity for all. All employment decisions are based on business needs, job requirements, and individual qualification.

COSTUME MANAGER JOB DESCRIPTION – OKLAHOMA CITY BALLET

Oklahoma City Ballet, in compliance with all applicable federal, state, and local laws and regulations, does not believe in nor discriminate on the basis of: race; color; national, social or ethnic origin; age; religion or belief; gender; sexual orientation; gender identity; marital, civil union, domestic partner or family status; disability; genetic information; Veteran status; or any other characteristic protected by state, federal, or local law in any of its policies, practices, or procedures.

We expect and require the cooperation of all employees in maintaining a discrimination and harassment-free workplace.