

TOPEKA CIVIC THEATRE & ACADEMY JOB DESCRIPTION

POSITION TITLE:	Costume Designer , Resident
REPORTS TO:	Artistic Director - Topeka Civic Theatre & Academy
PURPOSE OF POSITION:	This position oversees and participates in the artistic and technical requirements of each TCTA production and any necessary special events.
SUPERVISES:	Guest designers for costumes, volunteer seamstresses and stitchers, interns, crew dressers and any costume-creation or maintenance-related volunteers.

PRIMARY RESPONSIBILITIES

- Design, build, and/or pull all costumes for TCTA's main-stage, studio, and Youth theatre seasons. Create, design and fit all costumes as per artistic discussion with the TCTA Artistic Director. All costumes are to be ready for the appropriate opening night and should reflect a high artistic quality and professional attention to detail.
- Maintain all costumes throughout the production run and complete any repairs needed before the next scheduled performance
- Be available and participate in all artistic production meetings as set by the Artistic Director or guest directors during the course of the production period. Maintain detailed measurements and costume requirements for each performer
- Keep track of all Costume budgets and expenditures. Maintain an accurate budget, keep track of all costuming related expenses for each production, and provide purchase orders in a timely fashion to the Administrative office. Any cost-over-run must be approved in advance by the TCTA Artistic Director.
- Maintain the costume inventory and costume shop in an orderly fashion. Ensure that an annual review of property is done to remove unneeded or unusable garments. Administer all costume rentals, loans and returns of such materials. Care for all inventory to ensure a long and useful life.
- Arrange for the rental of materials for TCTA productions from other costume rental shops. Arrange for timely pick-up, delivery and prompt return of such material to minimize cost for such rentals.
 - Supervise all costume volunteers, including stitchers, seamstresses, dressers, pullers and other volunteers specifically assigned to costume details.
 - Arrange for all costume and wardrobe maintenance during a production run and ensure that any and all wardrobe materials are in place a minimum of one hour before curtain.
 - Provide necessary emergency repair materials and personnel should the need arise for immediate assistance during the course of a performance.
 - Assist in providing and maintaining any costume requirement of any and all special events produced by TCTA.
 - Ensure that all costume pieces are in place no later than the second technical rehearsal unless otherwise permitted by the TCTA Artistic Director. Make changes, substitutions or modifications requested by the Director, within reason of time and expense, between each technical rehearsal.
 - At no time should a change be made to a costume plot during technical rehearsals or performances without the expressed permission of the Resident Costumer and Artistic Director.
- Be present at any and all technical rehearsals held at TCTA unless excused by the Artistic Director or guest director of the given production.
- Maintain all production related theatre equipment including sewing machines, Sergers, costume equipment and supplies, steamers, and any other costume-related equipment. Anticipate equipment needs for replacement and receive permission from the TCTA Artistic Director before replacing any item over \$350.00.
- Maintain the costume shop area and keep it in a neat and orderly fashion. Facilitate the storage of TCTA's accessories such as purses, wallets, hats and other costume inventory.
- Oversee any and all costume strikes of TCTA productions. Supervise all volunteer labor in the strikes and conduct such activity in an organized and friendly manner.
- Provide necessary written copy for the following: Special thanks for supplies and services for a given production for publication in the *Encore*, (TCTA'S Newsletter), and/or Playbill.

SECONDARY RESPONSIBILITIES

- Provide production stage managers with necessary production repair sheets and phone numbers in the case of an emergency to keep all communication lines open between night and day personnel and alert production personnel to potential needs and repairs.
- Ensure that costumes are available and in presentable appearance for all media appearances and photo-calls.
- Assist in any way possible with the Annual Volunteer Awards.
- Serve as TCTA's representative and guest speaker for any school or civic functions as requested by TCTA Artistic Director.
- Serve on any TCTA committee as assigned by the TCTA Artistic and President & CEO.
- Any other duties as assigned by the TCTA Artistic and President & CEO.

The TCTA Resident Costume Designer will work on a flextime capacity. This means that the Resident Costume Designer is responsible for a minimum of 40 hours a week and the employee is responsible for the allocation of his/her time. An annual evaluation will be made of the employee's performance at the end of each season. The employee will receive a written evaluation of his/her work from the TCTA Artistic Director.