

POSITION DESCRIPTION

ORGANIZATIONAL LOCATION: THEATRE SALINA

POSITION TITLE: COSTUME SHOP MANAGER

DATE OF CREATION: 06/20/2024

DATE OF LAST REVIEW: 06/20/2024

DATE OF LAST UPDATE: 06/20/2024

INTRODUCTION

The Costume Shop Manager maintains the costume shop space, inventory and stock; serves as a stitcher or tailor, as needed; and manages costume rentals. This position will collaborate with the Costume Designer and serve in that capacity in their absence. All positions at Theatre Salina report directly to the Executive Director.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Stock
 - Ordering or procurement of the following:
 - Supplies
 - Fabric sourcing
 - Costume pieces (as needed)
- Inventory management
 - Cataloging inventory
 - Picking up, receiving, and making donations
 - Laundering, steaming, and ironing
 - Maintaining inventory of supplies
- Customer support and sales
 - Costume rental (to include marketing, outreach, customer contact, shipping, receiving, and cleaning)
- Tailoring and costume construction
- Shop space
 - Cleaning and organizing
- Other duties as assigned

EEO RESPONSIBILITIES

The incumbent is responsible for knowing and supporting equal opportunity and civil rights policies; performing duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; assuring bias-free written and oral communications; and respecting and valuing differences in other employees, clients and volunteers.

ADDITIONAL FACTORS

Knowledge Required-

- Experience:

- Has a working knowledge of theater and costume design
- General knowledge of fashion and periods
- Knowledge of textiles
- Specific Skills:
 - Sewing (machine and by hand)
 - Pattern drafting
 - Tailoring
 - Fine motor skills
 - Communication
 - Flexibility
 - Ability to multitask
 - Computer skills (proficiency in various applications)
 - Web searching
 - MS Excel and/or Google Sheets
 - MS Access
 - MS Word
 - Email

SUPERVISORY CONTROLS

The incumbent is responsible for planning and carrying out the work of the position, within established parameters, and working in cooperation with the Costume Designer to address and redirect work for upcoming productions (or as need arises). Incumbent recognizes and recommends resolutions for conflicts that may arise, interprets policy, and works closely with the executive director, executive committees, volunteers, and creatives to execute the duties of the position. The Executive Director will assign task priorities.

GUIDELINES

The incumbent will use established policy and procedure in carrying out the duties of the position. There may be times when “best judgment” is acceptable when there is no specific guideline that dictates a direction for a decision. In the absence of established guidelines or questionable judgment, instruction is sought from the Executive Director.

COMPLEXITY

Incumbent will establish a method to track and replenish stock of supplies needed for daily operation. This requires organizational skills, communication, and ability to use various online ordering options to expedite receipt of stock and research competitive pricing. In addition, incumbent may be redirected to seek out specialty costumes pieces or fabric where this knowledge will also be required.

The work involves implementation of inventory management by cataloging costumes and patterns in the theatre database. This requires a high level of organizational skills and proficiency in MS Access to ensure accuracy of inventory. Incumbent must possess (or obtain) knowledge of fabrics and textiles, and the appropriate methods for cleaning or preparing costumes for wear to prevent damage of inventory. Basic knowledge of operation of a washing machine, iron, and steamer is required.

Whereas the incumbent is the primary contact for donations; communication, respect, and decorum is required when interacting with the public or volunteers. Increasing or decreasing inventory through the processes of donations is reliant on personal judgment of quality and relevancy of goods to be deposited or acquired. Success in costume rental generates addition income for the theatre. The incumbent uses outreach skills to market available inventory to other venues, has knowledge of agreements (or contracts), researches best available shipping methods, and monitors return of rentals.

From time to time, the incumbent may be required to construct or tailor a garment. Tailoring requires precision, craftsmanship, and a deep understanding of the human form. Construction requires knowledge of sewing machine operation, ability to follow a pattern, and various specific sewing skills to create a finished product.

Shop space must be clean and organized for the benefit of creativity and safety of employees and volunteers. This requires planning and execution of tasks on a rotational basis to ensure work environment is ready for daily production.

SCOPE AND EFFECT

This position supports the Costume Designer by assuming the management of the functional areas of the costume shop, as a whole. This allows the designer to concentrate their efforts on creativity and focus on the details of the current production.

PERSONAL CONTACTS AND PURPOSE OF CONTACTS

Incumbent coordinates with the Costume Designer, as needed, to carry out various tasks related to the current production.

Communicates with Executive Director on matters of conflict, position-related tasks/duties, and performance.

Seeks clarification/guidance on policy and procedure from the Director of Operations.

Interacts with co-workers, volunteers, creatives, and the general public to support theatre operations and the duties of the position.

PHYSICAL ABILITIES

Ability to lift up to 50 pounds from the floor to overhead. Ability to stand or sit for long periods of time. Ability to bend, stoop, and kneel. Visual acuity. Must possess and maintain a valid driver's license.

WORK ENVIRONMENT

The work requires moderate risk such as climbing stairs, moving furniture, and operation of basic equipment. Work is performed in a climate control setting with appropriate ventilation and no exposure to extreme heat or cold. Natural light is absent from the work space.

