

CREEDE REPERTORY THEATRE

your theatre, always

Costume Shop Manager

Reports to: Production Manager

Supervises: Cutter/Draper, First Hand, Stitchers

Job Type: Seasonal, Salaried, Exempt

Ideal Contract Dates: April 22nd through August 25th

Essential Duties and Responsibilities

- Work directly with directors and designers to establish priorities and keep expenditures within predetermined time, labor and budget constraints based on approved final designs.
- Supervise and oversee all project in the costume shop and ensure that quality and durability are the priorities.
- Plan, create and maintain a costume budgets for all productions at CRT, accounting for materials and equipment.
- Ensure the timely delivery of all costume elements to rehearsals, dress parade and dress performances.
- Collaborate with directors, designers, stage management and the Production Manager to develop and update costume plots, dressing lists, and other shop paperwork.
- Supervise purchasing of costume shop materials, supplies and equipment.
- Anticipate and facilitate work flow through the costume shop, delegating appropriate jobs to costume shop staff.
- Respond to stage management daily rehearsal and performance reports with information as necessary.
- Maintain all shop equipment to ensure safe working order.
- Track and catalog any costume rentals used by CRT and plan their return at the end of their use.
- Maintain accurate records for all expenditures to be provided to the Production Manager.
- Attend all design meetings, production meetings, shop head meetings, designer runs, technical rehearsals and previews.
- Participate in load in and strike of CRT's productions as well as assisting in the completions of costume notes and changeover as needed.
- Ensure the proper disposal or storing of costume elements after the end of their livelihood.
- Participate in any special company functions or publicity functions required by CRT.
- Perform any other reasonable duties as assigned by your supervisor or staff supervisor that should be necessary to meet the needs of CRT and your department.

Qualifications, Experience and Skills

- Minimum four years of costume experience, minimum two years of costume shop management experience.
- Must have strong organizational, communication and interpersonal skills.
- Have the ability to use Microsoft Office and other office software.
- Have strong leadership abilities and be able to lead a diverse team of professionals.
- Show enthusiasm to work and create a respectful, inclusive and fast pace environment.
- Must be able to lift 50 pounds' safely.

About Creede Repertory Theatre

Founded in 1966, Creede Repertory Theatre (CRT) is a professional theatre company located at 9,000 feet in a spectacular location in the San Juan Mountains of Colorado. The historic town of Creede offers beautiful mountain views, hiking trails and stunning campsites. Each season, CRT produces 7-10 plays in rotating repertory, hosts numerous musicals events and concerts, develops new works through the Headwaters New Play Program, and creates nationally recognized educational programs. As part of its values, Creede Repertory Theatre is dedicated to Equity, Diversity, and Inclusion in every aspect of the company and is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

How to Apply

To apply for this position or any other production position at Creede Repertory Theatre, visit www.creederep.org/work-at-crt/ between November 1st through February 15th. Please no phone calls.