



TITLE Costume Director

JOB SUMMARY

Market House Theatre seeks an experienced, highly organized, self-motivated, and creative individual to supervise the day-to-day operations of the costume shop and wardrobe department. The Costume Director is responsible for the overall operations of the shop including design, construction, fitting, repairing, cleaning, storing, and cataloging all costumes, materials, shoes, and notions. The Costume Director oversees all aspects of wardrobe and theatrical costumes during the performance season, including performances in our Signature and Family series along with our educational outreach work with schools. This role requires substantial experience in costume design and production, costume shop supervision, excellent technical, analytical, communication and organizational skills, along with a refined design perspective and a keen interest in the arts. This position reports to the Executive Director.

RESPONSIBILITIES

- Oversees designing, patterning, cutting, construction, fitting and alteration of costumes from concept to performance

- Helps determine visual look/concept and plan costume needs of all performances in coordination with the artistic team
- Responsible for sketches and renderings of costumes during planning phase of production development
- Draws up budgets and conservatively allocates funds; maintains departmental financial records and assures timely processing of invoices and sales orders
- Maintains the Market House Theatre owned costume inventory and shop, including costume cleaning, repair work, shoe inventory, costume shop supplies, equipment, and fabric inventory
- Schedules and supervises all fittings in coordination with the show Stage Manager,
- Manages safe operations and maintenance of all shop equipment and machinery
- Oversees special projects such as dying, fabric painting, and millinery
- Works with in-house and visiting directors to oversee the completion of all costume elements

- Maintains inventory of costumes available for rental or loan to other companies and schools
- Attends and participates in season planning efforts, bi-weekly staff meetings, weekly production meetings and production postmortem assessments
- Manages costume shop team, including full and/or part-time costume techs and assistants and volunteers.

REQUIREMENTS

- In-depth knowledge of theatrical costume design and construction techniques
- High level of skill in the construction and fitting of costumes
- At least five years of experience working in a costume shop
- Extensive experience supervising backstage performance operations, including managing dressers and other volunteers

Excellent time management, organizational, and planning skills

- Ability to keep calm under pressure and remain tactful in stressful situations

High energy, maturity, and leadership with the ability to serve as an ambassador for Market House Theatre, Sincere commitment to work collaboratively and professionally with all team members and organization constituents

Maintain a safe, fair, and professional work environment

- Passion for the creative and arts sectors

BENEFITS AND COMPENSATION

This is a full-time, year-round position and is eligible for all benefits (including health, simple IRA, paid time off). Salary is \$35,000 - \$45,000 and competitive and commensurate with level of experience and skill.

TO APPLY

Please submit a cover letter, resume, and recent examples from design portfolio to Michael@mhtplay.org with “Costume Director” in the subject line.

Market House Theatre

In its 58th season, MHT is a professionally staffed theatre using local actors. A large focus of our organization is educational programming. The theatre has an annual budget

of \$1 Million and has a full time and part time staff of 10. For more information about the theatre visit markethousetheatre.org