

Costume Shop Manager

About Dorset Theatre Festival:

From June to September, Dorset Theatre Festival mounts 4 main stage productions, in a charming 300-seat proscenium theatre built from 3 restored pre-revolutionary barns.

Every summer, Dorset Theatre Festival draws from some of this country's most talented playwrights, actors, and directors to launch new plays that go on to national acclaim, mount regional premieres to bring the best of Off-Broadway to Vermont, and incubate emerging playwrights and artists.

Dorset Theatre Festival's mission is to create bold, innovative, and authentic theatre that engages a diverse, multi-generational community, and economically diverse region: enlightening, entertaining, and inspiring our audience through the celebration of great plays. Locally engaged and nationally relevant, we produce theatre that matters.

About the Position:

Dorset Theatre Festival, an acclaimed AEA summer company in Vermont, seeks a Costume Shop Manager for its 2018 summer season. Employment dates run early June through early September.

Working with Costume Designers and reporting to the Production Manager, the Costume Shop Manager coordinates costume shop operations and the timely completion of costumes.

The Costume Shop Manager will supervise an Assistant Costume Shop Manager and a Wardrobe Apprentice, as well as overhire staff when necessary. The Costume Shop Manager is responsible for overseeing and participating in the budgeting, construction, pulling, fitting, and strike of costume elements for 4 shows within budget and deadline parameters.

The Costume Shop Manager will attend all production meetings and tech rehearsals to coordinate costume fitting schedules, rehearsal needs, and performance notes. They will ensure fitting notes are executed in a timely manner, as well as attend costume fittings as appropriate. They will oversee acquisition, purchases, rentals, and maintenance of all costume items, manage and maintain costume shop inventory, and manage costume shop equipment, repairs, and maintenance.

Candidates should have 2 years professional Costume Shop Manager experience, similar professional costume shop experience, or qualifying educational experience with supervisory or management experience; a mastery of costume construction, fabrication techniques; knowledge of cutting, draping and patterning, costume and fashion history. Wig styling and makeup experience desirable.

Candidates should also have excellent interpersonal, organizational, collaborative, communication, and leadership skills; demonstrated experience working on multiple productions within tight timelines and budgets.

Positive attitude and sense of humor and ability to work well for long hours with diverse personalities is a must. Valid driver's license and access to personal vehicle desirable.

Compensation:

Salary commensurate with experience and shared housing provided for the summer season.

To Apply:

Email resume, cover letter, and professional references to jobs@dorsetheatrefestival.org with your name and position in the subject line. Please indicate in your cover letter how you came across this opportunity.

Dorset Theatre Festival is committed to creating a diverse and inclusive environment and considers applicants for employment without regard to—and does not discriminate on the basis of—an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Dorset Theatre Festival discriminate on the basis of sexual orientation or gender identity or expression. Dorset Theatre Festival is an affirmative action/equal opportunity employer.