

**Municipal Theatre
Association of St. Louis**

#1 Theatre Drive
St. Louis, MO 63112-1098
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www.muny.org



POSITION DESCRIPTION

TITLE – Costume Shop Manager

DEPARTMENT - Production

POSITION SUMMARY

Under the direction of the Production Manager this position serves as a key member of The Muny's production team. The Costume Shop Manager collaborates and creatively solves problems with Costume Design and Costume Coordination teams to facilitate the execution of the Costume Design or Costume Rental on time and on budget. Supervise and direct Union Costume Shop and Wardrobe staff. Monitor timely progress of staff and projects, while setting high standards of quality.

ENTRY QUALIFICATIONS

- Bachelor's degree or equivalent form of Education.
- Minimum of 5 years experience in theatrical costume design and construction.
- Previous experience running a costume shop.
- Experience in budgeting and responsible handling of funds.
- Exceptional organizational and time & materials estimation skills.
- Valid Driver's License
- High degree of interpretive, interpersonal and communication skills and the ability to work in a team environment.
- Computer and internet research skills with specific knowledge of Word, Excel, calendar, and drafting programs
- Membership in The Wardrobe Attendants Local #805 is not required for application, but is required upon acceptance of the position

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 direct Union Costume Shop and Wardrobe staff.
- Assist Production Manager in seasonal budgeting and scheduling of labor.
- Prepare projections of time, materials, and equipment required for each production, coordinating with Wardrobe Master and Mistress.
- Ensure timely delivery of all costume elements.
- Collaborate with director, designer and stage management to develop and update costume plot, dressing lists, and other shop paperwork.
- Supervise purchasing of costume shop materials, supplies and equipment.
- Anticipate and facilitate work flow through shop; be delegating appropriate jobs to shop staff.
- Respond to Stage Management daily rehearsal and performance reports with information as necessary.
- Request and schedule all costume and costume related fittings. Attend fittings as necessary.



- Schedule and coordinate costume load-in for each production, communicating with wardrobe crew and stage management regarding instructions and expectations.
- Maintain all shop equipment in safe working order.
- Maintain accurate records for all expenditures.
- Ensure that staff is working in a safe and supportive environment.
- Process weekly staff timesheets

WORKING CONDITIONS

Shop responsibilities require daytime business hours.

Travel locally on a regular basis.

Move about the backstage and onstage areas during rehearsals.

Attendance at all technical rehearsals (some are overnight) is required.

Membership in The Wardrobe Attendants Local #805 is not required for application, but is required upon acceptance of the position. Position is Full-time, seasonal. Salary is competitive and commensurate with experience. **Send all inquiries, resumes and references to Tracy Utzmyers, Production Manager, tracyu@muny.org, no later than January 15, 2013.**

