

Orlando Shakes, a busy mid-sized regional theater, now in its 33rd season is seeking a seasonal Costume Shop Supervisor to join our production team. The Costume Shop Supervisor will report directly to the Director of Production.

As part of our production team, the Costume Shop Supervisor will:

- Create and manage a master costume shop schedule and all costumes shop personnel
- Manage all show budgets, yearly budgets and all shop purchases.
- Collaborate with guest Costume Designers.
- Estimate cost of materials and labor for each production
- Participate in staff meetings, production meetings, fittings, and tech rehearsals.
- Manage the procurement and return of all purchased and rented items
- Make arrangements as necessary for outside services (dry-cleaning, hair styling, etc.).
- Schedule fittings with Stage Management.
- Maintain shop inventory and equipment.
- Maintain costume stock and storage.

SKILLS AND VALUES REQUIRED:

- Understand the workflow of a costume shop and demonstrate excellent management and leadership.
- Have experience in theatrical patterning, cutting, construction, and costume crafts.
- Have practical knowledge of tools, equipment, and materials normally found in costume shops
- Possess excellent communication and interpersonal skills.
- Have experience working with AEA performers.
- Have experience working with USA designers.
- Have experience successfully managing expenditures, budgets, schedules, and deadlines
- Delegate and oversee the completion of multiple projects.
- Design experience a plus but not a requirement.

SALARY AND START DATE:

The anticipated dates for this position are August 16, 2021 through May 1, 2022, however, Orlando Shakes will continue searching until the right candidate is found.

This position will not be filled until at least 33% of qualified finalist candidates are people of color.

Salary range is \$850 - \$950 per week.

Orlando Shakes offers a benefits package, including employer contributed health insurance, Paid Time Off, and a small retirement contribution.

Orlando Shakes is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Qualified applicants should apply with a current resume, cover letter, supporting materials and references (with e-mail contact) as PDFs at jobs@orlandoshakes.org

We request that you type in the subject line of your email the following information:

Costume Supervisor: Your Last Name, Your First Name (Source from which you learned about this position)

[Example: Costume Supervisor: Spelvin, George (ArtSearch)]

No Phone Calls Please.