

Costume Shop Manager

The Costume Shop Manager is responsible for leading the costume shop by directing and mentoring a staff who may have varied degrees of costume knowledge and experience. This position will facilitate the daily operation of the costume shop by maintaining the costume designer budgets, scheduling costume builds and fittings, maintaining deadlines, keeping the shop organized, maintaining supplies and equipment, and working with multiple designers. They will assist with costume construction as needed. Costume Shop duties may include: sewing (by machine and by hand), cutting, draping, alterations, repairs, ironing, costume crafts, and other assignments based upon skill set and shop needs.

The ideal candidate has relevant knowledge and experience, a can-do attitude, the ability to supervise and work cooperatively with other members of the company, a commitment to safety and professionalism, and time management skills.

Although the dressing rooms and shop are indoors, the performance venue is outdoors, and the Costume Shop manager is expected to be present for tech rehearsals and previews, so the candidate must be able to work outside.

The position is full-time from June 11, 2024 to August 11, 2024, with 40-50 hours of part-time prep work in April 2024. The schedule is primarily Tuesday through Saturday. Further season work is possible. It is a contract position and the rate is \$25 per hour. Please email cover letter, resume, and references to: hire@santacruzshakespeare.org