



Woodinville

GENERAL INFORMATION

Position Title: Costume Administrative Design Assistant

Pay Status: Exempt Non-Exempt

Job Status: Part-time X Full-Time

Reports To: Costume Shop Manager/Designer

Employer: TZ Woodinville LLC

Start Date: ASAP

Last Revision Date: 3/13/2019

POSITION SUMMARY:

This part time position is responsible for providing administrative support to the designers and costume shop manager. This position is administrative in nature and supports a designer that resides out of state therefore this will need exceptional communication skills. A high level of organization, experience with online sourcing, understands pricing, independent judgment, has initiative, creativity and problem solving skills as well as experience of a theatrical nature.

SHOW SUMMARY:

Teatro ZinZanni Woodinville presents a full evening of entertainment, combining cirque artists, European cabaret, contortionists, jugglers and illusionists with live music and a gourmet multi-course meal. Set in an antique jewel box tent imported from Belgium, our newest show "Hollywood and Vine" is now showing at our new location in Woodinville.

ESSENTIAL FUNCTIONS

RESPONSIBILITIES

- Facilitates communication between Costume Designer, artists, fabricators, vendors, and production staff.
- Carries out a range of tasks from ordering accessories, overseeing fittings and helping with continuity.
- Coordinates elements for fittings including all pulled and purchased items.
- Acts as liaison with costume shop and independent contractors when the Costume Designer is unavailable.
- Compiles design notes from fittings and meetings and provides costume information to other production areas.
- Procures materials and shop supplies and pulls from inventory for Costume Designer
- Creates dressing lists required by wardrobe head.
- Collates and distributes notes from the Costume Designer during dress rehearsals and preview shows.
- Supervises the correct labeling of all items for proper wardrobe identification.

- Plans costume shipping, labeling, preparing and packing all needed items for other cities.

MEASURABLE STANDARDS

- Demonstrated knowledge of costume & fashion terminology including fabrics and notions.
- Be familiar with purchasing online and tracking expenses
- Excellent communication and organizational skills, ability to plan and prioritize a wide variety of projects and meet established deadlines.
- Must be accurate, detail oriented, highly organized and efficient.
- Able to be on time and reliable.
- Able to provide timely completion of duties at a high level of quality.

QUALIFICATIONS

Prior experience in the following capacities is required:

- Minimum two years experience in costuming or fashion fields.
- Excellent computer skills for generating spreadsheets, reports, costume paperwork and correspondence.
- Excellent organizational, interpersonal and communication skills.
- Demonstrated costume knowledge and administrative experience at the educational or professional level.
- Ability to work with a variety of artists in high pressure situations.
- Valid driver's license and reliable transportation
- Able to lift and carry 50lbs.
- Clear focused communicator, positive attitude and able to work under pressure.
- Reliable, energetic, calm under fire & timely.

WORKING SCHEDULE/ENVIRONMENT

This is a part time job, ranging from 20-40 hrs per week depending on the need. Primary schedule is 9:30am – 5:30 p.m. Schedule will vary according to tech and fitting schedules.

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HOW TO APPLY:

Please send a cover letter and resume in PDF format to: wardrobe-jobs@zinzanni.com