



Woodinville

GENERAL INFORMATION

Position Title: Costume Shop Manager

Pay Status: Exempt Non-Exempt

Job Status: Part-time Full-Time

Reports To: Production Stage Manager

Employer: TZ Woodinville LLC

Start Date: ASAP

Last Revision Date: 4/2/19

POSITION SUMMARY:

The Costume Shop Manager is responsible for managing the Costume Shop, which includes the areas of costumes, wigs, makeup, wardrobe lead, dressers and maintenance staff. This position is responsible for overseeing all day to day shop activities including personnel, equipment, supplies, inventory, workroom and costume storage areas, independent contractors and providers, and communicates with other cities shops. The Costume Shop Manager works under the Production Stage Manager to establish and maintain expense budgets; works with the costume designer; and hires and supervises costume shop and wardrobe personnel, including makeup and wig contractors. The Costume Shop Manager is also responsible for overseeing waitstaff uniform contractors as well as all costume, wig, and makeup activities at the theater for all rehearsals and performances.

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 and Duties:

- Interviews, hires, and supervises personnel of costume and wardrobe dept. working with the PSM
- Manages and supervises all Costume Shop, Wardrobe, and wig and makeup personnel
- Works with wardrobe and costume employees per the IATSE contract
- Manages all fittings to ensure consistency and construction standards
- Works directly with Lead draper on construction of costumes to ensure design and labor efficiency
- Manages day to day expenses and the yearly budget of costume shop

- Works directly with the Costume Designer to balance budget necessities and design integrity
- Attends all dress rehearsals and takes notes
- Communicates with PSM regarding fittings, rehearsal needs, and performer requests
- Establishes dress calls, sets the backstage cast dressing room layout with PSM, and coordinates all backstage costume activities
- Maintains a positive and communicative atmosphere in the workroom and mediates any conflicts among personnel or with designers
- Coordinates shopping for all purchased materials, costumes and other items, as needed
- Budgets all productions working with the draper and designer
- Supervises the construction, alteration, repair, cleaning/maintenance and storage of theatrical costumes and the construction or purchase of wigs and make-up
- Attends all production meetings
- Arranges labor, shipping and transport of costumes for load in and strike
- Creates “bible” for each production with financial, artistic, and technical information
- Maintains inventory database and storage
- Archives each show

JOB QUALIFICATIONS

Essential minimum skills, education, and experience:

- Extensive knowledge of costume history, construction techniques and fabric required
- 3-5 years experience managing a costume shop of at least 6 employees preferred
- Budgetary experience necessary
- Strong verbal, quantitative, and organizational skills
- Ability to work with artists and designers, anticipating the needs of each while balancing the workroom’s ability to complete the work on schedule
- Strong personnel management skills required
- Flexible, focused and well-organized team player
- Ability to work quickly and accurately with attention to detail
- Must be computer literate and able to use Word, Excel and Google Docs
- Ability to prioritize and multi-task
- Must be able to work nights and weekends, as required
- Must be able to climb stairs and step ladders
- Must have the ability to occasionally lift and carry up to 50 lbs.
- Must be able to tolerate exposure to common laundry chemicals
- Must be able to twist, turn, bend, and reach and work overhead
- Experience with IATSE union rules and regulations

MEASURABLE STANDARDS

- Consistent proactive planning and problem solving
- Able to be on-time and lead costume production decision-making
- Strong and present leadership for staff and overhire
- Provides diplomatic support for designer, director and performer needs

- Seeks direction, when appropriate

WORKING SCHEDULE/ENVIRONMENT

Works in a theatrical environment. Primary Shop schedule is Monday through Friday 9:30am – 6:00pm. Schedule will vary according to tech, rehearsal schedule and changeover needs. Opening Week Monday is a workday.

TZ Woodinville LLC is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment (including application for employment) on any basis including race, color, religion, national origin, ancestry, citizenship, sex, age, physical or mental disability, medical condition, pregnancy, veteran or military status, or any other basis prohibited by Local, State, And Federal Law.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of The Americans with Disabilities Act and certain State or Local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity Without Imposing Undue Hardship On Tz Woodinville Llc. Please Contact TZ Woodinville LLL if you need assistance completing this application or to otherwise participate in the application process.

How to apply:

Please send a cover letter and resume in PDF format to: production-jobs@zinzanni.com. Please title the e-mail: "TZ WV Costume Shop Manager - Last Name, First Name"