



Woodinville

GENERAL INFORMATION

Position Title: Assistant Costume Designer

Pay Status: Non-Exempt

Job Status: Full-Time

Reports To: Costume Designer & Costume Director Manager

Employer: TZ Woodinville LLC

Start Date: ASAP

Last Revision Date: 1/14/2019

POSITION SUMMARY:

This full time position reports to the Costume Shop Manager / Designer. They are responsible for design and workroom support. High level of independent judgment, initiative, creativity and problem solving skills are necessary as well as excellent communication with staff, vendors and artists.

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:

- Read script and creates costume breakdown.
- 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 provides costume information to other production areas.
- Facilitates fabric swatching and shopping for Costume Designer, as well as procuring materials and shop supplies and pulling from inventory.
- 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.

Measurable Standards

- Demonstrated knowledge of costume & fashion terminology including fabrics and notions.
- Be familiar with costume budgets and estimate costs.
- 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.

JOB QUALIFICATIONS

Essential minimum skills, education, and experience:

- Demonstrated Costume Design experience at the educational or professional level.
- Knowledge of and experience in basic theatrical costuming techniques.
- Knowledge of and experience in basic accounting procedures.
- Ability to work with a variety of artists in high pressure situations.
- Valid driver's license.
- Excellent computer (Filemaker, Word, Excel) for generating reports, costume paperwork, correspondence.
- Excellent organizational, interpersonal and communication skills.
- Clear focused communicator, positive attitude and able to work under pressure.
- Reliable, energetic & timely.

WORKING SCHEDULE/ENVIRONMENT

This is a full time job, 40 hrs per week.

Schedule may vary according to tech and fitting schedules & holidays.

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How to apply:

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