



POSITION DESCRIPTION

TITLE – Inventory Manager

DEPARTMENT - Costumes

POSITION SUMMARY

Under the direction of the Costume Shop Manager this position serves as a key member of The Muny's build team. The Inventory Manager is responsible for shipping and receiving for the entire Muny lot, and unpacking, packing and tracking costumes.

ENTRY QUALIFICATIONS

- Working knowledge of a costume shop.
- Exceptional organizational and material management skills.
- High degree of interpretive, interpersonal and communication skills and the ability to work in a team environment.
- Valid Driver's License
- Computer and internet skills.
- Knowledgeable hand and machine sewing is a plus.
- This position falls under the jurisdiction of The Wardrobe Attendants Local #805. Membership is not required for application.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receive shipments and get them to their owner.
- Arrange outgoing shipments and trucking plans.
- Unpack costume boxes; request additional personnel as needed.
- Ensure costumes are tracked and returned accurately and in a timely manner.
- Manage pick-up/drop-off of bulk dry cleaning.
- Assist the costume shop as needed throughout the day.
- Additional responsibilities as assigned through discussion with Production Manager and Costume Shop Manager.

WORKING CONDITIONS

Position is part time hourly as needed. Each show's requirements vary.
Inventory Manager position hours are daytime hours from 8am – 4pm.

Position is Part-time, seasonal. Salary is \$25.20/ hour. Send all inquiries, resumes and references to Tracy Utzmyers, Production Manager, tracyu@muny.org, no later than April 1, 2020 .