



## POSITION DESCRIPTION

TITLE –Costume Assistant

DEPARTMENT - Costume

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### POSITION SUMMARY

Under the direction of the Costume Director this position collaborates directly with the costume and wardrobe teams and serves as a key member of The Muny's costume team. The Costume Assistant (CA) in collaboration with the Designers, Wardrobe Heads, and Costume Directors is responsible for creating fitting records (piece lists and photos) and communicating them to the wardrobe heads for each production.

### ENTRY QUALIFICATIONS

- o Working knowledge of fabric identification and vocabulary for historical and modern garment identification.
- o Experience in a fitting room is mandatory.
- o Historical knowledge of a variety of different fabrics and garments is a must.
- o Exceptional organization; and time & materials estimation skills.
- o Ability to use the Google suite of software, for creating and optimizing paperwork.
- o High degree of interpretive, interpersonal and communication skills and the ability to work in a team environment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create the piece lists and fitting photos to be printed directly after the fittings.
- Maintain the piece lists by collaborating with the costume designers, drapers, first hands, and costume directors.
- Quickly and efficiently communicate piece lists in an organized manner to the wardrobe heads.
- Prep fittings rooms for daily fittings and fitting turn over.
- Track shoe purchases and stock shoes, undershirts, socks, hosiery and undergarments.
- Stock costume racks with the sundries listed in the line above.
- Assist in daily setup and clean up of fitting rooms
- Promote through actions and words a safe and supportive working environment.
- Other bargaining work and duties as assigned by the Costume Director, Associate Costume Director or Production Manager.

### WORKING CONDITIONS

Position is full-time seasonal specific dates fluctuate each season.

Shop responsibilities require daytime business hours 8:30am- 4:30pm.

Some evening rehearsal hours will be required

Move safely about the backstage and onstage areas during rehearsals.

Ability to lift at least 20lbs regularly.

The ability to wear Personal Protective Gear when required.

Attendance at all technical rehearsals is required.

This position falls under the jurisdiction of The Wardrobe Attendants Local #805. Membership is not required for application.

Salary is hourly at the rate of \$33.13 per hour.

Send all inquiries, resumes and references to Sharon Stone, [ssstone@muny.org](mailto:ssstone@muny.org)