



POSITION DESCRIPTION

TITLE – Costume Production Manager

DEPARTMENT - Production

POSITION SUMMARY

Under the direction of the Director of Production, this position serves as a key member of The Muny's production team. The Costume Production Manager supports the work of the Costume Director, Wardrobe Director, and Wig Manager. This position also collaborates and creatively solves problems with input from the Costume and Wardrobe Directors, the Wig Manager and the Costume and Wig Design teams to facilitate the execution of the Costume Design on time and on budget. Monitor timely progress of staff and projects, while setting high standards of quality.

ENTRY QUALIFICATIONS

- Bachelor's degree or equivalent form of Education.
- Minimum of 2 years experience in management.
- Previous experience reporting and tracking payroll is a plus.
- Experience in budgeting and responsible handling of funds.
- Exceptional organizational and time & materials estimation skills.
- Valid Driver's License
- High degree of interpretive, interpersonal and communication skills and the ability to work in a team environment.
- Computer and internet research skills with specific knowledge of the Google Suite.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work directly with the Costume, Wardrobe and Wig Directors to establish priorities and keep expenditures within predetermined time, labor and budget constraints based on approved final designs.
- Ensure all calls are properly staffed and payroll is reported in a timely manner.
- Assist Director of Production in seasonal budgeting and scheduling of labor.
- Ensure timely delivery of all costume elements.
- Oversee the approval process for the creation of the costume plot, piece list, and other shop paperwork.
- Supervise purchasing of costume shop materials, supplies and equipment.
- Respond to Stage Management daily rehearsal and performance reports with information as necessary.
- Maintain all shop equipment in safe working order.
- Maintain accurate records for all expenditures.
- Ensure that staff is working in a safe and supportive environment.

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

Travel locally on a regular basis.

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.

Salary is competitive and commensurate with experience.

Send all inquiries, resumes and references to Sharon Stone, ssstone@muny.org