



## ASSISTANT COSTUMER 2021

New Stage Theatre is seeking to fill the part-time position of Assistant Costumer. Reporting directly to the Resident Costume Designer and Artistic Director, the Assistant Costumer will be assigned sewing and maintenance duties for each production. The position is for 25 weekly daytime hours. The hourly pay is \$10.

The ideal candidate will have strong collaboration, communication, and technical sewing skills, be able to maintain high quality and standards, and a safe and supportive work environment. Applicants should have previous experience.

Start date: September 1, 2021

Interested candidates should send email with a cover letter, résumé, and a list of three references to [submissions@newstagetheatre.com](mailto:submissions@newstagetheatre.com) by August 6, 2021.

### Job Description

- The assistant costumer assists the resident costume designer with building and maintaining the costumes for six mainstage shows each season with cast sizes as large as 35 members, plus one summer day camp show with two different casts as large as 40 students each.
- The assistant costumer is responsible for laundering, cleaning, and repairing the costumes during the run of each production.
- The assistant costumer will develop a weekly schedule in accordance to the needs of the costume shop. There may be some flexibility with the weekly hours, but the assistant costumer must adhere to the schedule once set.
- The assistant costumer position involves a lot of physical activity involving the fitting of actors and climbing up and down stairs to obtain costumes out of storage.
- The assistant costumer position involves some lifting, as costumes are stored and delivered and picked up from dry cleaners. Rental costumes are often obtained from local or area shops and the rental involves pulling and carrying those costumes rented.
- The assistant costumer must be able to communicate with actors and volunteers in a professional manner.