



RESIDENT COSTUME DESIGNER
Job Description 2025-2026 Season

The Resident Costumer reports to the Artistic Director and the Production Manager.

Job duties:

- Designs and sketches all costumes, in collaboration with the director, scenic designer and the lighting designer.
- Builds and executes the designs for each production and agrees to work within the stated budget for each production.
- Is responsible for the day-to-day running of the shop and supervising of intern staff.
- Must be able to communicate with actors and volunteers (assistants, stitchers, run crew) in a professional manner.
- Is responsible for acquiring and maintaining a volunteer group to assist in the build and running of shows.
- Ensures that the laundering, cleaning, and repairing the costumes during the run of each production.
- Designs, builds and maintains the costumes for 5 mainstage shows each season with cast sizes as large as 35 members and plus one summer daycamp show with two different casts as large as 40 children each.
- Must be able to drive a vehicle.
- Involves a lot of physical activity involving the fitting of actors and climbing up and down stairs to obtain costumes out of storage.
- Although the Resident Costumer position can be worked in a standard 40- hour workweek, the position sometimes involves some days of long hours. During technical and dress rehearsals, the theatre has 10 out of 12 hours and 8 out of 10 hours workdays.

There is an expectation that this salary staff position requires hours on the weekends and after 5:00 p.m.