

**NEW STAGE THEATRE
RESIDENT COSTUMER
Job Description 2024-2025 Season
Resident Costumer reports to the Artistic Director**

Job duties:

1. The Resident Costumer designs and sketches all costumes, in collaboration with the director, scenic designer and the lighting designer.
2. The Resident Costumer builds and executes the designs for each production and agrees to work within the stated budget for each production.
3. The Resident Costumer is responsible for the day-to-day running of the shop and supervising of intern staff.
4. The Resident Costumer is responsible for acquiring and maintaining a volunteer group to assist in the build and running of shows.
5. The Resident Costumer is responsible for laundering, cleaning and repairing the costumes during the run of each production.

Notes and Requirements for the position of Resident Costumer

- The Resident Costumer designs, builds and maintains the costumes for 5 mainstage shows each season with cast sizes as large as 35 members and plus one summer day camp show with two different casts as large as 40 children each.
- The Resident Costumer must be able to drive a vehicle.
- The Resident 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 Resident Costumer position involves some lifting, as costumes are stored, delivered, and picked up from dry cleaners. Rental costumes are often obtained from local or area shops, the rental involves pulling and carrying those costumes rented.
- 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.
- Although the Resident Costumer position work hours are usually 9:00 a.m. – 5:00 p.m. during the weekday, the job requires some weekend and some night hours.
- The Resident Costumer must be able to communicate with actors and volunteers in a professional manner.

May be asked to assist the Artistic Director or Technical Director in other capacities. There is an expectation that this salary staff position requires hours on the weekends and after 5:00 p.m.