



Job Title:	Costume Assistant		
Department/Group:	Production	Reporting To:	Production Manager
Level/Salary Range:	\$425 / wk for 13 weeks	Position Type:	Seasonal
Search Process:	Applications will be evaluated on a rolling basis.	Start Date:	May 27, 2024
To Apply:	Submit letter, resume, and names/contact info for three references to jobs@winniplayhouse.org		

ROLE AND RESPONSIBILITIES

The Costume Assistant works closely with the Costume Designer to execute the design of each production.

Essential Duties:

- Attend all costume measurements and fittings to take notes and to assist the Costume Designer in any way necessary.
- Assist the Costume Designer in fabricating and/or sourcing costume elements. This may include building, altering, borrowing, shopping/purchasing, or pulling from stock.
- Keep the costume shop tidy and organized.
- Assist the Wardrobe Supervisor in keeping costume storage tidy and organized.
- Ensure that all borrowed items are returned in the condition obtained, and in a timely manner.
- Work within an established budget, keep a log of all purchases and returns, and submit receipts in a timely manner.
- Act as a run crew member on 1-2 shows per season. Specific show assignments are made by the Production Manager.
- Participate in all strikes.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum Physical Requirements:

- This position requires the employee to hear, see, move freely, climb stairs and ladders, work safely at heights, and lift 50lbs or more.

Minimum industry specific qualifications:

- Strong organizational skills and the ability to monitor multiple projects simultaneously.
- Knowledge of, and proficiency in, a variety of hand and machine sewing techniques; some knowledge of draping and patterning; skill in alterations and repairs; and familiarity with domestic sewing machines, sergers, and industrial irons.
- Self-motivated with excellent attention to detail.

Minimum education/experience requirements:

- At least one year working in a costume shop (or equivalent experience) is preferred.
- It is preferable that all applicants have a valid driver’s license.

The Winnepesaukee Playhouse is dedicated to inclusive hiring and the principle that art thrives in a diverse environment. All qualified applicants will receive consideration for employment. The Playhouse does not discriminate based on race, color, religion, sex, gender identity or expression, sexuality, national origin, disability, or age.

Last Updated By:	Amanda Dickinson	Date/Time:	2/12/2024
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