

Costume Shop Manager, Purdue University

Temporary 10-month position, August 1 – May 31, 2018

JOB DUTIES

The Costume Shop Manager will work with the faculty costume designer and other professional staff and faculty to oversee and participate in the construction of costumes for Department of Theatre productions. The Costume Shop Manager will work with MFA students in costume design, as well as supervising graduate and undergraduate students working in the Costume Shop. Additional duties include maintenance of inventory, equipment, schedules, calendars, and budgets. The Costume Shop Manager will also assist the costume design faculty in elements of instruction for costume courses and labs. A national search for this continuing position is anticipated in 2018-19.

ESSENTIAL DUTIES:

Plan the construction time and engineer the actual construction of costumes for each production	30%
Oversee costume construction	25%
Maintain inventory, equipment, and track budget	15%
Assist costume faculty in teaching elements of courses	15%
Supervise and mentor student staff; engage in or provide other duties as needed	10%
Oversee dress rehearsals	5%

QUALIFICATIONS

Required:

- BA in Theatre, with inclusion of costume design or costume technology
- Minimum one year of experience in professional live entertainment (i.e., regional theatre, cruise lines, etc.)
- Consideration will be given to an equivalent combination of related education and required work experience
- Minimum one year of experience in costume shop management or equivalent management experience
- Knowledge of pattern making, cutting, draping, fabric modification, crafts, stitching and altering
- Ability to supervise and mentor multiple people at a time, including work study students
- Ability to maintain a flexible work schedule, including occasional nights and weekends
- Excellent communication and collaborative skills with students and colleagues
- Excellent organizational and time management skills

Preferred:

- MFA in costume design or technology
- Two to five years of leadership/supervisory work in a costume shop
- Computer skills including Microsoft Office and Google Docs.

Additional Information:

- Purdue will not sponsor an employment related visa for this position
- A background check will be required for employment in this position
- Salary commensurate with experience

For consideration submit resume and cover letter to Anne Fliotsos, Interim Chair, fliotsos@purdue.edu

Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.