



SEAN DANIELS
THE KASSER FAMILY
ARTISTIC DIRECTOR

GERI WRIGHT
MANAGING DIRECTOR

PO BOX 619
PHOENIX, ARIZONA 85001

PO BOX 1631
TUCSON, ARIZONA 85702

833-ATC-SEAT
ATC.ORG

Costume Director

Full-time, year-round, exempt

Salary: \$850/week

Reports to Production Manager

Tucson based

Updated May 2021

Arizona's first professional theatre company, **Arizona Theatre Company** is the state's only member of the respected League of Resident Theatres (LORT) – as well as the only LORT theatre nationally that produces shows in two cities, Tucson (at the historic Temple of Music and Art) and Phoenix, (at the elegant Herberger Theater Center). ATC maintains offices in both Tucson and Phoenix.

Arizona Theatre Company strongly encourages candidates from underrepresented communities within the industry to apply.

Overview

The Costume Director serves as a senior member of the Production Staff and is responsible for the supervision of all aspects of the costume, wardrobe, and hair and makeup departments. This position acts as a liaison between the costume designer, the artistic staff, the shop and wardrobe staff, and all other production departments.

Essential Functions

- Review scripts for all productions to identify costume needs (materials and labor).
- Manage the design process from preliminary design concepts through final design package.
- Collaborate with Costume Designers to determine the best means of executing the final costume designs within the resources and budget available.
- Manage the procurement and construction of all costumes, costume accessories, wigs, and specialty makeup items.
- Work with the Hair & Makeup Supervisor, Wardrobe Supervisor and Phoenix Lead Dresser to ensure the effective communication of information from the designer and the shop to the dressers.
- Coordinate with the Production Manager on the hiring of additional costume personnel based on the needs of each production.
- Coordinate with the Wardrobe Supervisor on the hiring of additional wardrobe personnel based on the needs of each production.
- Ensure each of ATC's Productions transfer to Phoenix efficiently while maintaining the artistic integrity of the show. Ensure that costumes are obtained or altered to accommodate any new cast members in Phoenix.
- Manage and approve payroll for all costume personnel including wardrobe supervisor, drapers, stitchers, craftspeople, hair and makeup supervisor, wig technicians, and interns.
- Maintain detailed estimates, departmental budgets, show budgets, and expense reconciliations for all spending.

Essential Functions (continued):

- Supervise the daily operation of the costume shop and maintain an efficient and safe working environment.
- Maintain stock, tools, supplies, and other equipment in the costume shop.
- Attend department head meetings, production meetings, technical, and dress rehearsal notes sessions, and previews as needed.
- Schedule all necessary fittings and provide rehearsal costumes as needed.
- Collaborate with other department heads on interdepartmental projects as needed.
- Field rental requests. When time and resources allow, fill rental requests and process paperwork.
- Other duties as assigned.

Qualifications

- Ability to supervise numerous individuals doing multiple projects at the same time.
- Knowledge and experience with standard theatrical costume construction and quick rigging techniques and materials.
- Basic understanding of theatrical wig construction and maintenance techniques and requirements.
- Basic understanding of theatrical make up techniques.
- Basic accounting and budget planning skills.
- Computer knowledge including Microsoft Office or comparable computer skills.
- Eligibility to obtain a valid driver's license.

Preferred Skills

- Effective communicator and collaborator with costume shop staff including overhire, designers, directors, performers, other production staff, and wardrobe staff.
- Able to promote and cultivate a safe and organized work environment.
- Attentive to detail, accountable, and skilled in time management.
- Demonstrated problem solving skills.

Physical & Scheduling Requirements

- Ability to endure long periods of time either sitting or standing.
- Must be able to lift and move items weighing 30 pounds.
- Available to work nights and weekends, as needed during heavier builds and techs. Workdays could also be long during these times.
- Short Phoenix residencies required based on production schedules.