



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 Shop Assistant

Full-time seasonal (non-exempt)

Salary: \$15.50/hour

Reports to Costume Director

Tucson based

Updated August 2022

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 Shop Assistant supports all aspects of costuming for productions and shop maintenance, including but not limited to construction, pulling, purchasing, and administrative. In addition, help facilitate the transition of costumes from Tucson to Phoenix.

Essential Functions:

- Serve as First Hand, in coordination with Draper, to cut, construct, and alter garments
- Serve as Junior Draper, as needed, to create patterns through draping and flat patterning to realize garments as designed per Costume Designer
- Attend related fittings
- Supervise and prepare work for stitchers
- Serve as craft artisan as needed
- Assist in sourcing, purchase, and track of supplies and materials, in coordination with the Costume Shop Director and Assistant Designer.
- Administrative work including reconciliation of receipts, generating and updating paperwork, such as budgets and pieces lists
- Work with the wardrobe supervisor to prep, load-in, and complete wardrobe paperwork. Maintain artistic integrity throughout the transfer of costumes from Tucson to Phoenix. Fit & alter costumes to accommodate any new cast and/or crew members in Phoenix
- Assist with strike of costumes following the Phoenix closing, including laundry/cleaning, restoration, restock, and rental returns
- Assist with maintenance of costume stock and shop inventory
- Attend meetings, tech/dress rehearsals, previews and note sessions as needed
- Learn wardrobe tracks to serve as an emergency swing
- Maintain an inclusive and safe working environment
- Other duties as assigned by supervisor

Qualifications

- Working knowledge of hand sewing, domestic and industrial sewing machines, industrial irons, and appropriate safety techniques
- Knowledge of draping and flat patterning with implementation of theatrical construction techniques
- Working knowledge of fashion history and fabrics
- Ability to demonstrate inclusive behavior to foster a culture of community, equity, diversity, and anti-racism among staff & guest artists
- Basic math and accounting skills
- Knowledge and experience with MS Office applications (or equivalent) and cloud sharing
- Experience in managing build crews.
- Ability 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, particularly in time-sensitive environments
- Able to promote and cultivate a safe and organized work environment.
- Attentive to detail, accountable, and skilled in time management.
- Demonstrated analytical and problem-solving skills
- Costume Craft skills, including basic dyeing, distressing, and painting
- Adobe Photoshop experience
- Basic wig maintenance skills

Physical & Scheduling Requirements

- Must be able to lift and move items weighing 30 pounds.
- Must be able to perform physical activities such as, but not limited to lifting, bending, crawling, kneeling, and climbing ladders.
- Available to work nights and weekends. Workdays could be long and could include long periods of time either sitting or standing.
- Short Phoenix residencies required based on production schedules.

HOW TO APPLY: Please send a resume and a cover letter with references to Becky Merold at productionjobs@arizonatheatre.org. Please put "Costume Shop Assistant" in the subject line.