



TITLE: Costume Shop Manager	COMPENSATION: Part-time, \$17/hr.
DEPARTMENT: Production	HIRE DATE: 12/1/25
REPORTS TO: Director of Production	DIRECT REPORTS: N/A

SUMMARY DESCRIPTION:

The Costume Shop Manager is responsible for ensuring that costuming for all productions is kept in good repair, clean, and ready for show use. They are a vital link between the Costume Designer, Cast, Stage Manager, Director of Production, and Technical Director and serve as an active communicator for anything costume-related for both mainstage and touring productions. They must be a proactive problem solver and work in accordance with industry best practices and Magik policies and procedures.

RESPONSIBILITIES:

- Develop wardrobe tracks, shift plots, and other essential costume paperwork to run each show.
- Adapt general production timelines into costume production timelines in coordination with costume designers. Including working with designers and stage/production management to schedule and conduct measurements or costume fittings with actors.
- Preparing dressing rooms for cast in advance of tech week and maintaining a clean and safe backstage area during the run of a show.
- Assisting actors with hair and makeup as necessary and requested. Experience touching up wigs is a plus.
- Ensuring that all performers have appropriate undergarments (ie. “skin layers”) along with socks, stockings, etc. either by pulling from stock or working with the Costume Designer or Director of Production to coordinate purchasing.
- Assisting designers in pulling items from stock, shopping for needed items, or altering garments for shows. Ensuring that costumes are safe and comfortable for all performers.
- Work with the Director of Production and General Manager to plan seasonal costume budgets. Manage the budget created including tracking expenses for materials, labor, and equipment.
- Open to costume design at least one main-stage or touring production per season.

- Acting as a dresser for shows, assisting backstage with costume presets and quick changes. Oversees other dressers, providing guidance, training, and support as needed.
- Washing company laundry as needed, including ironing and steaming garments to keep them looking as intended onstage.
- Ensuring all costumes are in good repair. Completing simple repairs as necessary and informing the Director of Production if more advanced repairs are required.
- Maintain the costume shop space and costume storage to ensure necessary tools and materials are provided to designers and any other workers.
- Retain detailed records of costume designs, alterations, fittings, and other relevant information for future reference.
- Overseeing the strike and return of costumes, including the return of borrowed or rented pieces, following show closing.
- Delegate costuming tasks between themselves, costume designers, stitchers, and any other staff.
- Assist with other production needs as necessary.

REQUIRED EDUCATION, EXPERIENCE, & SKILLS

- Bachelors of Arts in Theatre, Theatrical Costuming, or related field OR professional work experience as a Wardrobe Supervisor, Costume Technician, Dresser, or similar.
- Understanding of the theatrical costuming process from preliminary designs to final performances, and willingness to assist in realizing a designer's vision.
- Costume design experience, or design assistant experience is a plus.
- Knowledge of common costume repair techniques through the use of basic sewing skills. Makeup artist skills and/or wig styling skills is a plus.
- Ability to problem solve and exercise excellent decision making skills. You should be able to work both independently and collaboratively, and be willing to facilitate creative solutions to any challenges.
- Excellent written and verbal communication skills along with strong organizational skills.
- Ability to work productively under strict deadlines.
- Experience with email, spreadsheets, and G-Suite is a plus.
- Valid Driver's License is a plus.

PHYSICAL & MENTAL REQUIREMENTS:

- Ability to lift up to 25 pounds
- Ability to sit for extended periods of time
- Ability to stand for extended periods of time
- Ability to use fine motor skills to operate equipment and/or machinery
- Ability to receive and comprehend instructions verbally and/or in writing
- Ability to use logical reasoning for simple and complex problem-solving