

Piedmont Players Theatre, Inc. – Salisbury NC

Position Title: Costume Shop Manager

Reports to: Executive Director

Overview of Position: Seeking an experienced, motivated, artistic Costumer to oversee Eastern Costume Company and provide leadership, supervision, and strategic direction of the costume shop team. The Costume Shop Manager is responsible for supporting the artistic vision of the director and designers as it relates to planning, budgeting, and managing costume elements and personnel for productions and artistic programming. Based on production needs, the Costume Shop Manager will establish a plan realize the costume design creatively and collaboratively ensuring all costumes, crafts, soft goods and wigs are completed in a timely and fiscally responsible fashion.

Piedmont Players Theatre is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.

Overview of PPT: Piedmont Players Theatre (PPT) has been a Salisbury Institution for more than 50 years, drawing audiences, volunteers and performers from all over the state to be part of community theater in Salisbury, North Carolina. PPT has been recognized by the NC Theatre Conference as The Outstanding Community Theater in North Carolina as well as being named Rowan County's Best Theater by the Salisbury Post's Readers Choice Awards. PPT operates two theatrical spaces – the Historic Meroney Theater and the Norvell Theater, one of the only exclusively youth theaters in the state. PPT operates Eastern Costume Company, a full-service theater costume provider located in Salisbury and has facilities suitable for hosting events such as conferences, wedding receptions, and business meetings.

Primary Responsibilities: (please note, this list is not exhaustive, but rather a representation of job duties)

- Successful candidates will be adept at managing competing priorities, navigating emergent challenges, and proactively identifying and mitigating risk.
- Strong project management skills that demonstrate the ability to deliver complex, multilateral productions.
- Ability to work independently, exercising judgment and discretion, while demonstrating initiative in the performance of all job duties allowing employees to work on their own and make decisions.
- Knowledge of costume and fashion history to make informed evaluations of designs for productions.
- Ability to exercise professional diplomacy in personnel and design management.
- Costume Designing for all Piedmont Players productions.
- Ability to delegate and to have confidence in direct reports.
- Ability to communicate effectively and persuasively in oral and written communication on a both an interpersonal and group level.

- The ability to work a flexible schedule including morning, evening, and weekend hours, when needed.
- Commitment to creating and maintaining an equitable and inclusive environment that values diversity and excellence.
- Supervise costume shop employees. Maintain a clean and comfortable shop, fitting areas, and additional workspaces.
- Assist with rentals with costume construction and alterations.
- Manage build schedules.
- Experience in preparing budgets, labor estimates, building calendars, and staffing schedules.
- Attend production meetings and take notes for the costume team.
- In conjunction with the Executive Director, oversee the hiring of costume shop employees/interns.
- Schedule fittings and act as liaison with stage managers.
- Monitor and maintain costume stock.
- Maintain costume shop equipment and supplies.
- Oversee costume budget. Ensure all expenses are within approved costume budget.
- Manage Eastern Costume Company staff credit cards. Provide credit card expense reports as required by PPT Finance/Business Manager.
- When applicable, train volunteers to provide assistance in the costume shop.

Qualifications:

- Demonstrated skill in understanding of cultural differences.
- Ability to cultivate and develop inclusive and equitable working relationships with PPT colleagues and stakeholders.
- Organize and communicate information clearly, both verbally and in writing
- Travel between any/all PPT locations
- Work in a detail-oriented manner, be resourceful and flexible, and be able to handle multiple tasks simultaneously
- Effective problem solving/troubleshooting
- Face demanding situations with tenacity and sensitivity
- Work independently and as part of team
- Work irregular hours and weekend shifts as required
- Lift/carry heavy loads (up to 35lbs.) and standing for extended periods is required
- Ability to kneel and crouch during fittings. Ability to climb ladders. Must be able to constantly move about to coordinate work in a crowded shop with multiple shows/projects around
- May be required to work in cramped or uncomfortable positions for long periods of time.

Position details:

- Employee Type: Full-time
- Position start date: ASAP

- Salary: \$39,000
- Submit resume to: jobs@piedmontplayers.com
- Deadline: August 31st, 2022