



PACIFIC CONSERVATORY THEATRE

Job Description

Position: Assistant Costume Shop Manager/ Cutter-Draper

Department: Production

Reports to: Costume Shop Manager

The Assistant Costume Shop Manager / Cutter-Draper (a full-time, exempt position) is responsible, in collaboration with the Costume Shop Manager, for the leadership, coordination, and planning of day-to-day operations of the costume shop, including its machines, shop and stock maintenance.

As Assistant Costume Shop Manager, the incumbent is also responsible for establishing and meeting construction and fitting deadlines; attends rehearsals, and works with designers to meet artistic goals and may assist in other costume production areas as directed by the needs of the production. The incumbent mentors and provides hands-on training for staff, interns and conservatory students and acts as the supervisory designee for Costume Shop Manager. They also may serve as Costume Designer as assigned.

As a Designer, the incumbent will be responsible for collaborating with directors and other designers on the artistic development of assigned productions. Creates original designs for all costumes for assigned productions – originally rendered garments, purchased garments, rented garments – wigs, facial hair and anything worn by the actor. The Designer is responsible for producing research, creating renderings and swatches, and collaborating with the Costume Director/Designer to accomplish the design within given resources.

As Cutter-Draper the incumbent is responsible for the creation of costumes; interpretation of original design work and custom patterning based on the design, and all facets of the construction process for the costumes as well as alterations, fittings, and maintenance of pulled or rented clothing items.

At PCPA we believe that diversity makes us stronger, enriches our art, and is a source of joy. We believe that our understanding of the principles of Equity, Diversity, and Inclusion must continually grow and be actively practiced in our behavior and relationships. We will maintain a safe and welcoming working environment, free from any aggressions, and will interrupt behaviors that hinder our efforts to create an equitable, diverse and inclusive environment. We will make space for open communication that enhances relationships with all staff and community members, particularly those belonging to historically marginalized groups. PCPA is committed to anti-racism and prohibits discrimination against anyone based on factors including, but not limited to: race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability (physical or mental), or socioeconomic standing. We commit to serving our community by inspiring our current audience, cultivating our future audience, and preparing the next generation of theatre professionals.

Roles and Responsibilities:

- Serves as the communication link for designers, Costume Shop Manager, and staff.
- In collaboration with the Costume Shop Manager, schedules work-weeks, delegates specific show assignments, sets and maintains deadlines, establish long term planning for the costume shop.
- Provides leadership, coordination, and planning of day-to-day operations of the costume shop.
- Discusses each design with Designer and Costume Shop Manager.
- Works as a liaison between Designer and Costume Shop to maintain artistic intent within the financial and time resources.
- Calculates yardage estimates and needs (notions, zippers, etc.) for each costume.
- Instructs the First Hand and Stitchers on the accurate construction of the costume.
- Performs drafting or draping of costume pieces for rendered designs.
- Tailors or alters costumes, as needed.
- May design selected projects as assigned by the Artistic Director and/or the Production Manager.
- Attends and may supervise others in fittings of constructed or pulled costumes.
- Assists in the restocking or reorganization of costume warehouse and other storage areas.
- Attends rehearsals, dress rehearsals, and preview performances to take costume notes, as needed.
- Assist in other shop areas, as needed.
- Supervises Conservatory students and interns in costume lab classes.
- Attends all costume shop meetings.
- Promotes a commitment to anti-racism, Equity, Diversity, and Inclusion in all areas of PCPA.
- Attends required EDI, sexual harassment, anti-bias, anti-racist, and other Human Resource trainings and workshops.
- Works in a manner consistent with understanding and demonstrating inclusive behaviors; maintains a safe and welcoming working environment, free from any aggressions; and interrupts behaviors that hinder PCPA's equity, diversity and inclusion efforts.
- Cleans and maintains equipment.
- Stocks and monitors shop supplies.
- Maintains a safe, healthy, and clean work /shop environment.
- This description reflects examples of essential functions. It does not proscribe or restrict the tasks that may be assigned. Performs other related work as required.

Qualifications:

- Working knowledge of all aspects of theatre production.
- Strong organizational, budgeting, and leadership skills.
- Knowledge of textiles and costume history.
- Thorough understanding of the costume design and construction processes and all the related aspects of the overall theatre production process.
- Specialized training or experience with tailoring, altering, and original pattern creation.
- Ability to work productively under time pressures and meet deadlines.
- Excellent communication skills –written, oral, visual.

- Bachelor's Degree and 2-4 years' experience in a similar position strongly preferred.

Other Requirements:

- Possess or be able to acquire a valid California license to drive.
- If one does not possess a vehicle, find reliable, alternative modes of transportation.

Work Conditions:

- Ability to work long hours and work with a flexible schedule.
- May have to work at heights, around moving machinery, and with exposure to noise, vibration, and dust.
- Must be willing to travel and work at various sites.
- Must be willing to work outdoors in all weather conditions while using the appropriate safety procedures.
- Ability to work safely in an environment containing potentially hazardous electrical equipment, fumes, and/or materials.

Physical Demands:

- This position will assist students and staff to move theatrical costumes, fabric, and other theatrical costume-related material weighing up to 50 pounds.
- This position will need to frequently communicate with students and staff in a noisy costume shop and theater environment.
- This position will need to ascend/descend ladders to access costumes, and costume accessories in storage areas and in the shop.
- This position will need to constantly work with fabrics and costume accessories.
- This position will need to work closely with actors in various states of dress and position themselves around the body of the actor.