Capital Repertory Theatre

Costume Shop Manager

6/20/16-4/9/17

Capital Repertory Theatre in Albany NY is looking for a Costume Shop Manager for our upcoming 2016-2017 Season. This position will be broken into 2 sections. Summer and Fall through Spring.

For our summer productions of Janis, All Shook Up (with Proctors), and Summer Stage the costume shop manager will be responsible for coordinating rentals, fittings, alterations, show maintenance, and managing costume staff.

For the fall through spring section, the costume shop manager will be responsible for creating or acquiring all of the costumes, wigs and makeup for every theatre production at Capital Repertory Theatre. The Costume Shop Manager creates and manages the costume budget for each production. The Costume Shop Manager selects, hires and supervises two full-time employees (an Assistant Manager and a Wardrobe Assistant), along with all jobbers employed in the costume creation process (stitchers, wig makers, stylists, drapers, etc.). The Costume Shop Manager supervises all day-to-day activities, sets build priorities, creates work schedules, creates patterns, selects and purchases materials and equipment, orders supplies, maintains inventory and maintains workroom and costume storage areas, and supervises costume rentals. The Costume shop typically works Monday through Saturday, although days and hours will tend to vary due the nature of each production. The Costume Shop Manager requires advanced knowledge of the field, at least a B.A. Degree in Theatre Arts (Costume or Design) and 5 years of experience. Although this position reports to the Production Manager, the Costume Shop Manager works independently to establish and maintain expense budgets, advise and consult with designers and hire and supervise costume shop personnel, as well as outside makeup and wig contractors. Additionally, the Costume Shop Manager supervises all Wardrobe personnel, estimates labor costs for additional crew needs and supervises the maintenance of all costume needs during the run of a show. The Costume Shop Manager serves as a representative of the theatre to the community at large when working out trades and accepting donations of goods and as a liaison to the professional theatre community throughout the season when coordinating rentals and researching available resources necessary to maintain artistic standards of excellence in costuming.