



## **JOB DESCRIPTION: ASSISTANT COSTUME SHOP MANAGER**

Rev: 12/17/2024

**Job Title:** Assistant Costume Shop Manager  
**Reports To:** Costume Shop Manager (CSM)  
**Department:** Production/Costumes  
**FLSA Classification:** Seasonal Full-Time Exempt  
**Rate:** \$845 per week

Goodspeed Musicals is committed to cultivating an environment where equity, diversity, inclusion, accessibility, and belonging are experienced at all job levels throughout our organization. Goodspeed is proud to be an Equal Opportunity Employer and aims to have a diverse staff that is representative of all theatre makers. BIPOC (Black, Indigenous, and People of Color), LGBTQIA+, and people with disabilities are strongly encouraged to apply.

*Please be advised that the current representation for this position is under IATSE Local 84. The benefits outlined will apply until a formal agreement is reached between IA and Goodspeed. It is important to note that these benefits may be subject to adjustments based on the outcome of ongoing negotiations.*

**General Statement of Job Function:** The Assistant Costume Shop Manager is responsible for providing support to the Costume Shop Manager (CSM) and all Costume Designers (CD) throughout the realization and maintenance of all costume designs and costume elements for the Goodspeed Opera House, The Norma Terris Theatre, and all assigned Goodspeed events and outside projects. The Assistant Costume Shop Manager also assists in supporting the Goodspeed Costume Rental Team.

### **Principle Duties and Responsibilities:**

- Assist CSM and CD to oversee the creation or acquisition, fitting and alteration of all costume elements as specified by Costume Designer, director, and choreographer within time frame and budget set by Goodspeed.
- Assess projects needs with the CSM to help determine an achievable amount of builds for a production
- Assist CSM in the creation and maintenance of all productions' Costume Bibles and all paperwork needed for costume shop and wardrobe department including, but not limited to: measurement cheat sheet, skins tracking, build lists, fitting notes, and piece lists/dressing lists for all productions.
- Read and analyze scripts and work with CSM to create Costume Plots to aid in costume tracking and anticipating quick change issues.
- Assist CSM and CD in scheduling and managing fittings including setting up fitting rooms and taking/distributing fitting notes.
- Assist CSM in fulfilling rehearsal requests and supplying rehearsal costume pieces and track them on a spreadsheet.
- Assist CSM to coordinate the acquisition, transportation, maintenance and restoration of all rental inventory, including items pulled from the Goodspeed Costume Collection.
- Assist CSM to manage the purchase, tracking, and/or return of all purchased costume elements.
- Assist CSM and CD in creating and submitting a Piece List and Costume Photos to Production Management & Costume Rentals before each show's closing.
- Help to anticipate needs of the CD and assist in coordinating CD transportation for meals, grocery shopping, and production shopping.



- Assist CSM and CD to track status and location of each costume element, from initial receipt, through fitting and alteration, to return after strike.
- Take and organize notes during tech and, along with CSM, communicate notes to the shop team and wardrobe team.
- Transport costume elements between the theater, costume shop, and costume rentals.
- Attend all designer run throughs, tech rehearsals, and assigned production meetings.
- Participate in end of day shop cleaning and organization projects as needed.
- Maintain a clean, safe, respectful, and collaborative work environment.
- Foster a positive and collaborative work environment by aiding the CSM to resolve conflicts between employees, including addressing interpersonal issues, mediating disputes, and facilitating open communication to ensure a harmonious team dynamic.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities, cultivating and maintaining positive relationships, employing discretion, diplomacy, and tact, seeking the positive in all situations.
- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines, identifying priorities and making good decisions with a minimum of information, and staying relaxed and proactive when things are uncertain.
- A commitment to an equitable work environment, which includes use of gender inclusive language, support for individual gender expression, racial equity and intergenerational collaboration, accessibility for people with disabilities, and cultural sensitivity.

#### **Other Duties and Responsibilities:**

- Find and provide research materials for CD and CSM.
- Assist CSM and Costume Rentals with pulling, inventorying, maintenance and transportation of costumes for Goodspeed productions and third party rentals.
- When requested, assist with the maintenance and laundry of costumes for Goodspeed Opera House, and Norma Terris Theater.
- Take strong lead in tracking shoe requirements for productions and in shoe preparation, including, but not limited to, memo tracking, labeling, painting, rubbering, stretching and interior modifications for shoes (mole skin, insoles, arch supports).
- Assist CSM and CD with any requested costume craft or millinery elements.
- When requested and available, fill in backstage as a member of the wardrobe crew for productions in cases of illness or planned absences of Dressers & Dresser Swings.
- Other duties as assigned.

#### **Required Qualifications & Skills:**

Minimum 3-5 years' experience in theatre with a focus on theatrical costumes; Knowledge and experience in a variety of costume construction and costume craft techniques and materials; Excellent verbal and written communication skills; Show proficiency in Google and Microsoft Suites including but not limited to Google Docs, Google Sheets, Microsoft Word, & Microsoft Excel; Valid driver's license with safe driving record; Knowledge in the requirements of union rules and guidelines for Equity acting company; Able to work long hours during heavy build and tech periods; Periodic availability nights, weekends, and the occasional holiday.

#### **Preferred Qualifications & Skills:**

Ability to troubleshoot problems in a calm and efficient manner under pressure; Ability to work collaboratively and effectively with a wide variety of coworkers at different levels of skill and knowledge