



GREAT Theatre Job Description

Position Title: Costume Designer

Status: exempt / salaried / full-time

Reports to: Executive Artistic Director

Supervises: Costume Shop Manager, volunteers

Position Summary

The Costume Designer is the head of GREAT's costume production department for stage shows, educational outreach, camps, and other programs. The Costume Designer works closely with the Costume Shop Manager, show designers, directors, and other production staff to create amazing productions of professional quality, while creating and executing designs for youth and adult performers using a large, diverse pool of volunteers.

Job Functions

Costume Construction, Design, and Maintenance – 50%

- Lead, manage, and coordinate all costume construction for actors of all ages
- Serve as the lead builder to cut/drape/stitch with support from Costume Shop Manager, designers, and volunteers
- Costume design for some season productions, summer camps, or special events
- Manage design/production meetings, fittings, build schedules, budget and all project-related documentation
- Order shoes, supplies, wigs, materials, fabric, equipment, etc.
- Communicate with the production staff, cast members, their families, GREAT staff, and volunteers
- When applicable, work with contracted designers and/or rental company to fully realize creative vision for shows that have rental packages
- Work with the Costume Shop Manager to keep costume shop and storage areas organized/properly stocked and assist with load-in/load-outs as needed

Volunteer Management – 30%

- Work with Costume Shop Manager to recruit, train, engage, educate and appreciate volunteers of all skills in the creation of professional theatre

- Encourage teamwork and camaraderie amongst the volunteers

Supervision/Personnel – 10%

- Manage the Costume Shop Manager position and assist with supervision of shop interns and volunteers
- Oversee wardrobe/hair/make-up crew, in collaboration with Stage Manager

Miscellaneous – 10%

- Attend technical rehearsals and opening night (and other performances as needed)
- Ensure that rehearsals and productions are kept professional and appropriate to the mission of GREAT
- Manage budgets for costume shop and shows including design, construction, rentals, and in-kind contributions
- This job description is not meant to be all-inclusive. This position may be asked to perform other related duties in order to meet the ongoing needs of GREAT.

Skills/Abilities

A person in this position should possess the following:

- Excellent creativity, imagination, and design skills
- Ability to work with volunteers and community members who have diverse backgrounds and skill sets
- Strong garment production skills and knowledge of textiles, costume history, and modern fashion
- Ability to break down scripts in terms of costume plots; possess knowledge of story structure and character arcs
- Excellent written and verbal communication skills
- Good stamina and the ability to work under pressure
- Strong organizational skills and ability to multi-task
- Proficient in the Microsoft Office suite and Google applications
- Ability to support GREAT's values and operating procedures
- Ability to work both independently and as a contributing member of a team

Education and/or Experience

This position requires a minimum of an associate's degree in the areas of theatre arts, costume design, or fashion and/or 2+ years of experience in a similar position.

This position requires work on nights and weekends. The position may require minimal travel (mostly within 70 miles of downtown St. Cloud) and some lifting (up to 50 pounds).