

## 2023 Costume Shop Assistant

The Costume shop Assistant will work closely with the Costume Designer, assisting them with pulling stock, researching sources for purchases, organizing and maintaining the show racks and keeping track of purchases and returns during the preparation for each show. The Costume Shop Assistant works closely with the Costume Shop Manager and Designer throughout the process and with the Wardrobe team during tech and previews. The Costume Shop Assistant reports to the Costume Shop Manager and Director of Production.

### Responsibilities Include:

- Attend and participate in all technical rehearsals and previews for all productions. Attend production meetings as needed.
- Attend Costume fittings and take notes, pictures for the Designer.
- Assist in all aspects of costume production. Sewing, either by machine or hand, the costumes assigned. Manage time effectively on each sewing project.
- Communicate with other team members concerning problems and possible solutions.
- Plan and execute the dyeing and painting of fabric.
- Assist designer with swatching for fabrics
- Purchase materials either locally or otherwise for productions. Borrow and / or return borrowed items from other venues
- Assist Costume Designer with paperwork , such as Costume Breakdowns and budget tracking.
- All staff will be required to assist in implementing HVSF's new COVID-19 Safety and follow all health and safety protocols.
- Work closely with other artists to build a safe, respectful, and anti-racist backstage environment. Practice and promote multi-cultural competency and sensitivity,
- Responsible for safety, upkeep, and operations of all HVSF wardrobe workspaces, storage spaces, stock and tools under the supervision of the Costume Shop Manager.

### Qualifications:

- Some previous experience in a Costume shop and/or as a design assistant. A working knowledge of costume construction and costume related disciplines.
- Proficiency in hand and machine sewing, basic knowledge of alteration techniques, fabric swatching practices, and costume fitting procedures.
- HVSF requires all staff to be fully vaccinated against COVID-19.
- Must be local to the Hudson Valley.

### Terms and Compensation

This is a seasonal part-time position paid \$20 per hour. Some nights and/or weekends required. All staff members at HVSF are required to be fully vaccinated against COVID19.

### To Apply

To apply, please send your resume and a cover letter in PDF format to [jobs@hvshakespeare.org](mailto:jobs@hvshakespeare.org) with the subject "[Your Name] – Costume Shop Assistant". *No phone calls, please.*

HVSF is an equal opportunity employer dedicated to building a culturally diverse and equitable environment, and we strongly encourage applications from BIPOC (Black, Indigenous, People of Color) candidates. Candidates from populations underrepresented in the theater field are strongly encouraged to apply.