



louisville ballet

JOB DESCRIPTION

Position: Costume Director
Department: Production
Reports to: Artistic Director
Full-time Exempt Employee

The Costume Director reports to the Artistic Director and supervises the daily functions of the costume shop to facilitate the execution of designs created by Costume Designers, under direction of the Artistic Director.

PRIMARY RESPONSIBILITIES:

Administration

- Work directly with Costume Designers, Artistic Director, and others as required, to schedule construction, shopping, pulling, and coordination of all costume pieces. Some design work may be required to carry out this responsibility.
- Work directly with the Artistic Director to create and maintain seasonal costume budgets for materials and labor.
- Communicate with Artistic Director and Stage Manager regarding rehearsal needs and performer requests
- Be in attendance for all performances and assist in the coordination of all performance related issues for costuming, onstage and backstage, for the professional company and The Louisville Ballet School
- Manage costume rentals and returns in collaboration with the Technical Director and the Artistic Director, and maintain rental inventory

Costume Shop Management

- Maintain an organized, clean, and safe environment for building, maintaining, and storing all costume related inventory.
- Maintain a positive and communicative atmosphere in the workroom and mediate any conflicts among personnel or with designers
- Supervise all Costume Shop, Wardrobe and Shoe staff; coordinate hiring of stitchers, drapers and other costume staff as needed
- Supervise all fittings, generate work lists, and coordinate fitting notes with Costume Designer.
- Oversee construction of costumes to maintain quality and ensure efficient distribution of labor
- Attend technical and dress rehearsals, previews, and note sessions for each show.
- Create “bible” for each production with financial, artistic, and technical information
- Maintain organization of all costume storage areas
- Coordinate with Costume Staff to purchase, maintain, and replenish supplies in respective work areas
- Manage day to day expenses of Costume Shop in coordination with Artistic Director
- Drape, pattern, cut, stitch, dye, and craft, as required
- Respond to company needs as requested
- Arrange transport, schedule and inventory for dry cleaning for each show
- Other duties as assigned

PROFESSIONAL REQUIREMENTS:

- 2-4 years' experience managing a costume shop of at least 5 persons
- 3 years' experience shopping for a professional company – experience with ballet preferred
- Strong verbal, quantitative, organizational, and personnel management skills required
- Ability to work quickly and accurately with attention to detail
- Experience tracking expenditures and managing budgets
- Familiarity with and understanding of safety requirements (OSHA, etc.) of running professional shop
- Computer literate with knowledge of Word, Excel and Google Docs
- Extensive knowledge of costume history, construction techniques, fabric and other materials required
- Basic Costume Construction and patterning; Basic knowledge of costume dyeing, painting, and distressing techniques; Basic Wig construction and maintenance; Basic Make-up skills

PHYSICAL REQUIREMENTS:

- Must be able to climb stairs and ladders
- Must have the ability to occasionally lift and carry up to 50 lbs.
- Must be able to twist, turn, bend, and reach and work overhead
- Must be able to push and pull heavy objects
- Must be able to tolerate exposure to common laundry chemicals

The Wardrobe Manager is expected to work late occasionally, and weekend hours are required as related to the performance and production schedule.

Salary + Benefits

Salary is commensurate with experience. Benefits include two weeks paid vacation, and participation in the Company's healthcare insurance plan via Humana. The Company pays \$200/month towards these premiums. Participation in the Company's 403(b) retirement fund without employer contribution. Four (4) complimentary tickets to LB productions and a 50% discount on further tickets, and free tuition to the Louisville Ballet School for your own study, plus a 50% discount to two immediate family members.

Contact

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