



louisville ballet

JOB DESCRIPTION

TITLE: Costume Shop Assistant

DEPARTMENT: Production

REPORTS TO: Costume Shop Director

POSITION(S) SUPERVISED: n/a

EXEMPT/NONEXEMPT STATUS: Exempt

OVERVIEW

The Louisville Ballet is seeking a skilled and creative individual to join the costume department as the Costume Shop Assistant for the 2024-2025 season. As the Costume Shop Assistant, you will work under the direction of the Costume Shop Director and work closely with other departments throughout the season on multiple productions. Candidates should have experience with costume construction, alterations, wardrobe/dresser run crew oversight, costume maintenance, and experience with a multitude of standard costume shop equipment. This position requires craftsmanship, attention to detail, and a proactive approach to ensure the integrity of costumes for productions. Ideal candidates will have knowledge of cutting/draping, fabric dyeing, tailoring, craft work, millinery, wig experience, and should be self-motivated, organized, collaborative, with a positive and professional attitude.

ESSENTIAL JOB FUNCTIONS

In Shop

- Weekly meetings with Costume Shop Director to ensure the shop is running in the best manner possible
- Assist Costume Shop Director with the operation of the costume shop and the costume department's inventory
- Prepare work for stitchers/overhire
- Assist in fittings, stitching, and alterations
- Complete construction and creation of costumes, following any guidance or creative input from the Costume Shop Director
- Contribute to creative problem-solving while working on costumes to come to a productive solution
- Aid the Costume Shop Director in pulling shows and inventorying that everything is there prior to the start of rehearsals for a production
- Return a production back to inventory once the production is over (making sure everything is back with the show and in the proper location, etc)
- Coordinate the acquisition, transportation, maintenance, and restoration of all rental

inventory

- Participate in all seasonal documentation with detail and accuracy
- Maintain a clean and safe work environment for yourself and the entire costume shop
- Any additional duties as requested by the Costume Shop Director

In Theatre/Performances

- Stepping into the role of dresser when backstage during rehearsals (technical, spacing, and dress) and performances
- Leading a team of dressers while backstage during the above-mentioned time period
- Watching the show from the wings to keep an eye on costume pieces while they are in use in case of any onstage emergencies
- Monitor the condition of costumes throughout the rehearsals and performances, making necessary repairs and ensuring the proper maintenance
- Assist in laundering costumes at varying capacities after each rehearsal and performance
- Relaying any issues or problems that might arise to the Costume Shop Director as soon as possible

For the Organization

- Coordinate costumes for all rentals in collaboration with Costume Shop Director, to include preparing documentation on the care of costumes, appropriate packing of costumes, and then unpacking and returning costumes to storage after appropriate cleaning
- Potential to coordinate costume needs for Louisville Ballet School and Community Outreach Programs to costume their productions throughout the season by collaborating with Costume Shop Director and program directors
- Potential to coordinate costume needs for Marketing Department special events by collaborating with Costume Shop Director, CEO, and Marketing & Development lead
- Adhere to all safety protocols at all times
- Foster and maintain a safe and healthy work environment in all work spaces through hard work, kindness, generosity, passion and grace under pressure

FORMAL EDUCATION REQUIREMENTS

- Associate or Bachelor's degree in a related field or relevant work experience

WORK EXPERIENCE REQUIREMENTS

- Minimum 2-3 years of experience in theatrical costume construction, alterations, and wardrobe/related positions
- Knowledge and experience in working with a variety of different fabrics/materials and techniques specific to dance
- Knowledge and experience in working with, maintaining, and building tutus
- Previous professional experience or relevant internships in theatrical costume construction is preferred

- Excellent verbal and written communication skills
- Ability to work with a wide variety of people collaboratively and effectively who may have varying levels of skill or knowledge and a willingness to teach any necessary skills and duties to new hires as well as seasonal staff
- Able to work long hours during heavy build and tech periods; periodically available nights and weekends
- Ability to manage time and productivity effectively
- Ability to work in a fast-paced environment and achieve tight deadlines
- Ability to solve problems calmly and professionally under pressure
- Ability to work within a team environment and expertly delegate work
- Eagerness to learn and problem-solve tasks
- Physically required to crouch, bend, reach, stand for prolonged periods, and carry heavy objects
- Must complete satisfactory background checks as required for the role

Benefits:

Louisville Ballet offers benefits that increase along with tenure, including health, dental, and vision insurance, a 403(b) retirement plan and paid vacation and sick leave.

Louisville Ballet is an equal-opportunity employer committed to fostering a diverse staff; we strongly encourage people from underrepresented groups and diverse backgrounds to apply.

Please send a cover letter, resume and references to: KKronauer@louisvilleballet.org

LOUISVILLE BALLET OVERVIEW

Louisville Ballet, led by Chief Executive Leslie Smart and Artistic Directors Mikelle Bruzina and Harald Uwe Kern. It is an evolved but accessible ballet company committed to boldly and beautifully communicating artistic stories both classic and new. We exist to move, to evoke emotion, to provoke thought, and to challenge perceptions. We are artists, athletes, activists, inventors, and inspirers. Louisville Ballet has been one of the nation’s leading regional ballet companies since 1952.

As the Official State Ballet of Kentucky, Louisville Ballet has worked with some of ballet’s brightest lights including Mikhail Baryshnikov, Twyla Tharp, and Wendy Whelan, performed for tens of thousands of people and reached over 20,000 school children throughout the commonwealth with educational programs annually.

MISSION

Louisville Ballet makes moving art that respects tradition, encourages innovation, and fosters life-long learning. We inspire connection, conversation and a profound sense of community, by

striving for bold collaborations, by nurturing the next generation of artists, by celebrating diversity, and by creating access for all.

VISION

Louisville Ballet is the movement transforming Louisville into a global arts destination.

CORE VALUES

Creativity. Collaboration. Discipline.