

Title: Costume Director

Classification: Exempt/Professional

Reports to/Evaluated by: Executive Director

Qualifications: Bachelor of Arts or Bachelor of Science degree in theatre arts or related field required. Experience in costume design and construction, hair design and make-up application required.

Description

The Costume Director is responsible for creating the look of each character in a production through costuming and costume accessories, hair and makeup for FMCT shows. The Costume Director's performance will be reviewed on an annual basis by the Executive Director.

Essential Functions:

Artistic - In House Programming

1. Confer and coordinate with artistic staff and Production Committee regarding proposed FMCT programming to include opportunities, direction, design and costs.
2. Oversee costumes and costume prop design and creation. To include building, pulling, or purchasing costumes for all FMCT productions including Educational productions and adhering to the budget.
3. Design and supervise hair and make-up design for all FMCT productions including Education.
4. Assist guest designers when they are utilized.
5. Maintain an organized costume shop and equipment, dressing rooms, make-up supplies and costume stock. Notify Executive Director of any necessary major purchases.

Artistic - Outside Companies

1. Oversee the rental or loaning of costumes from the FMCT costume inventory.
2. Provide costume rental charges to the Finance Manager.

Administrative

1. Conduct periodic facility and equipment inspections for the costume shop.
2. Maintains the operational integrity of tools and equipment.
3. Work closely with other administrators on the scheduling of outside productions to ensure a manageable and successful production schedule.
4. Assist in the preparation of annual budgets for FMCT shows
5. Adhere to budgets set for each production, program and facility maintenance.
6. Ensure safety, education and training of volunteers in assigned work area. Assist in coordination and implementation of safety program for staff and volunteers.
7. Supervise crews (volunteers, work study students) in the completion of all assigned tasks.
8. Coordinate production and build schedules with other Administration members.
9. Inspect and maintain all tools and safety equipment in the costuming area to identify and correct potential hazards and ensure safety regulation compliance.
10. Attend Board meetings when requested by Board.

Other duties as assigned.

Physical demands: This position requires frequent use of hands and fingers to operate office equipment and costume shop equipment. May be required to lift 25-50 lbs on a regular basis, more occasionally and with assistance. Requires bending, pushing, pulling. Must be familiar with and able to operate basic office equipment, including but not limited to computer/printer, copier, fax machine and multi-line phone. Must be able to operate costuming equipment, power and manual.

Employee signature: _____

Date: _____