

Section I - Job Identification	
Job Title:	Costume Shop Manager
Classification	Seasonal/Contract
Department:	Production
Reports To (Job Title):	Production Manager

Section II - Job Purpose, Scope & Responsibilities
<p>Job Purpose: Supervises the operations of the Charlotte Ballet costume shop and the technical aspects of the fabrication and maintenance of costumes for Company I & II, Academy, and Education performances. Manage costume rentals in-going and out-going. The position requires significant work time during evenings, weekends, and some holidays.</p>

Job Duties and Responsibilities:		
<i>Item #</i>	<i>% of Time</i>	<i>Duties</i>
1.	35%	Direct Charlotte Ballet costume shop staff and overhire. Provide leadership in the costume shop to create a respectful, efficient, safe, and productive shop atmosphere. Manage physical resources and timelines to meet all deadlines determined by Artistic Director or Production Manager. Communicate challenges effectively.
2.	25%	Manage costume construction from concept through execution. Maintain safe working practices in the costume shop. Manage resources to stay on budget and on time.
3.	15%	Refurbish, alter, and recreate existing costumes. Schedule fittings with Rehearsal Directors. Manage dancer undergarments and provide updated fitting notes. Compile and archive all necessary costume/wardrobe information for each production, including but not limited to: patterns, fabric swatches, laundry notes, dressing notes, design concepts, communications, etc.
4.	10%	Work with Artistic staff and guest designers/choreographers to achieve their artistic intent.
5.	5%	Manage wardrobe rentals (in-going and out-going). Work with Production Manager to maintain inventory, create contracts, shipping, laundering, etc.
6.	5%	Manage shoes for Company I & II along with specialty character shoes for Academy, as needed.
7.	5%	Other duties as required or assigned.
	100%	

Section III - Job Dimensions and Qualifications

Positions Supervised:	Costume Shop Staff, Costume Shop overhire, IATSE stagehands, Academy and Education volunteers
Internal Contacts:	Costume Shop Staff and over hire, Production Department staff and over hire, Academy staff and dancers, Artistic staff and dancers, Development staff, Education staff, Marketing staff
External Contacts:	Designers, Vendors, IATSE, Choreographers, Patrons
Education Level and Focus:	Industry experience in costume construction and wardrobe supervision, experience necessary to be determined by Artistic Director. Costume design experience beneficial.
Years and Type of Related Experience Required:	3-5 years costume shop management experience. Some dance background strongly recommended.
Professional/Technical Competencies	<p>Preferred 3-5 years professional experience in costume shop management, preferably in dance</p> <p>Cutting, draping, pattern drafting, stitching, construction, fitting and garment alteration proficient</p> <p>Working knowledge of fit/construction techniques specific to dance</p> <p>Clear communicator; presents ideas and information effectively and clearly, both orally and in writing</p> <p>Competent in generation of production paperwork/history/record keeping</p> <p>Strong interpersonal skills with the ability to work independently and with varied personalities individually, as well as in a team setting</p> <p>Actively listens to concerns and problems, helps provide appropriate solutions and follows up to ensure positive outcomes</p> <p>Demonstrates diplomacy and tact in all interactions</p> <p>Builds rapport and develops effective, collaborative relationships</p> <p>Faces difficult situations with tenacity</p> <p>Ability to manage, observe, evaluate, and instruct staff</p> <p>Demonstrates sound management skills, including the ability to manage multiple projects simultaneously and meet deadlines</p> <p>Work well under pressure while managing deadlines</p> <p>Keen eye for detail</p> <p>Must have valid driver's license with proper insurance</p> <p>Experience with operating, servicing, and maintaining a wide variety of machines as related to costume repair and construction</p> <p>Helpful to have experience in costume crafts including but no limited to: textile dyeing and manipulation, millinery, leatherworking, jewelry, and beading.</p> <p align="center">Charlotte Ballet is an Equal Opportunity Employer</p>

Special Equipment Used:	CD/DVD players, A/V, Basic Computer Skills (Microsoft Office – Word and Excel, Outlook / Outlook 365)
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