



Milwaukee Repertory Theater Job Posting

Position: Assistant Costume Director
Department: Production
Reports to: Costume Director
Status: Full-Time, Seasonal, Exempt
Start Date: July 2019

Milwaukee Repertory Theater, a LORT theater located in the heart of Wisconsin's largest metropolitan area, is currently seeking applicants for the position of Assistant Costume Director. Our mission is to ignite positive change in the cultural, social, and economic vitality of our community by creating world-class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee's rich diversity. It is important that our hiring practices reflect this commitment to diversity and we strongly encourage applications from members of underrepresented groups.

Position Summary:

The Assistant Costume Director is responsible for assisting the Costume Director in the day-to-day management of the costume shop. This position acts as the information hub for shop staff; generating all paperwork needed for the design, build, and maintenance of the costumes for Milwaukee Rep productions and events. The ACD is also responsible for managing costume donations and rentals. The ACD is part of a collaborative team of artists dedicated to achieving the highest production values possible.

Principle Duties and Responsibilities:

- Acquire a thorough understanding of the Costume Designer's vision, with a strong knowledge of the script, context of design and other relevant aspects for each production
- Take note of all special staging or stage business that may require costumes to be built or rigged in a specific manner
- Work with the Costume Director to schedule and prioritize the work flow of the costume shop
- Work with the Costume Director to request costume, hair, and wig fittings
- Provide the costume designer and shopper with headshots and measurement information for each actor
- Act as a point person for all costume shop employees regarding production work
- Coordinate fittings for performers prior to the start of rehearsals
- Monitor and responds to rehearsal reports on behalf of the costume shop
- Monitor safety issues in relation to costume pieces and address concerns from actors in coordination with the Costume Director

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- Document fitting notes and images so that it is easily accessible to designers, shop staff, and the wardrobe supervisor.
- Assist in the transition of the show from the shop to the theatre and help facilitate the running and maintenance of each show.
- Attend technical rehearsals and previews as a costume shop representative as assigned
- Coordinate with Development, Marketing, and Education Departments or any external groups for non-production costume needs
- Attend all shop meetings
- Participate in educational and outreach events
- Assist with the Rep Gala as needed
- Other duties as assigned

Skills and Qualifications:

- Demonstrated knowledge and experience in theatrical costume design and construction
- Strong computer skills, including Microsoft Word, Excel, and Powerpoint
- Experience with databases or data management a plus
- Strong verbal and written communication skills
- Ability to work as a team member and present a positive attitude
- Must be able to multi-task multiple projects, maintain organization, be detail oriented, and generate clean paperwork
- Knowledge of theatrical safety practices
- Ability to work weekend and evening hours
- Ability to pass a background check in accordance with local and/or state law

Physical Demands:

- Must be able to perform physical activities such as, but not limited to lifting, bending, standing, walking, and stair climbing

TO APPLY:

Please send cover letter, resume and at least 3 professional references to:

Mail: Assistant Costume Director Search, Attn: Nicholas Hartman, Costume Director
Milwaukee Repertory Theater, 108 East Wells Street, Milwaukee WI 53202

Email: careers@milwaukeeep.com

Application Deadline: For best consideration please apply by February 26th. Applications will be accepted until the position is filled. The anticipated start date for this position is July 2019.

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.