



DESIGN ASSISTANT JOB POSTING

Position:	Design Assistant	Status:	Non-Exempt, Belo
Department:	Costumes	Full/Part Time:	Full-Time
Reports To:	Costume Director	Annual/Seasonal:	Seasonal
To Apply:	Click Here To Apply	Deadline to Apply:	Sunday, April 4, 2021

Milwaukee Repertory Theater, a LORT theater located in the heart of Wisconsin's largest metropolitan area, is currently seeking applicants for the position of **Design Assistant**. Our mission is to ignite positive changes 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 our ongoing commitment to diversity and anti-racism, we strongly encourage applications from members of underrepresented groups. We are further committed to considering applicants who are well-rounded but do not fulfill every qualification.*

Position Summary:

Milwaukee Repertory Theater is accepting applications for a detail-oriented, multitasking Design Assistant to join our costume department. The Design Assistant is responsible for facilitating the purchase and pulling of all materials needed to execute the costume design. By working in close relation to the Costume Designer, the Design Assistant is able to understand the design concept and production needs in order to find appropriate options for all pieces.

Compensation and Benefits:

This is a full-time, non-exempt, seasonal, Belo position paid a weekly salary of \$600.00 with an exceptional benefits package that includes paid time off and 100% employer paid individual health insurance. The bulk of the work hours will happen during normal business hours and the duration of the position runs October to June, exact dates TBD.

Major Duties and Responsibilities Include:

- Acquire a thorough understanding of the Costume Designers vision for each production
- Assist the designer with research as needed
- Act as a liaison between the designer and the costume shop
- Facilitate the purchasing and pulling of all materials needed to execute the costume design, this includes but is not limited to; fabric and accessory materials, costume rentals, stock and purchased garments.
- Coordinate fittings and measurements for performers prior to the start of rehearsals
- Provide the costume designer with all headshots and measurement information
- Work with costume shop staff to maintain the inventory of shop supplies
- Act as a runner during fittings and tech to pull additional items as needed
- Maintain up to date show budget and processes accounting paperwork in a timely manner
- Work with the Wardrobe crew to familiarize them with the needs of each production
- Facilitate any mid-run needs from the Wardrobe crew
- Attend designer runs, technical rehearsals and previews as necessary
- Assist with the completion of costume pieces as needed and time permits
- Work with Assistant Costume Director to fulfill all costume rental orders
- Create and maintain "show bibles" for all productions
- Attend production/shop meetings as necessary
- Assist with Curtain Call Ball as needed
- Contribute to the training of Emerging Professional Residents
- Other duties as assigned



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Qualifications:

Ideal candidates will have at least 2 years of experience working in a professional costume shop or as an assistant costume designer. Familiarity with various periods, styles, and design aesthetics, a keen eye, budget management, and the ability to multitask are necessary skills. Candidates must also work and communicate well with a diverse group of colleagues, all while exhibiting grace and good humor under pressure.

Physical Conditions:

The physical conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Specific vision abilities required by the job include the ability to discern color and fine detail
- Licensed and able to safely operate a motor vehicle
- Must be able to lift 20 Lbs. unassisted
- Must be able to climb ladders and stairs

To Apply:

Fill out an online application submitting cover letter, resume, and contact information for 3 professional references, Attn to: Nicholas Hartman, Costume Director

[Submit Application Materials Online](#)

Deadline to apply is Sunday, April 4, 2021. Applications will be accepted on a rolling basis thereafter until the position is filled. In order to maintain an equitable process, everyone *must* apply online. Any candidate who requires accommodations to submit an online application should contact ehill@milwaukeeeep.com

*Full hyperlink web address (copy and paste into your browser):

<https://recruiting.paylocity.com/recruiting/jobs/Details/471470/Milwaukee-Repertory-Theater-Inc/Design-Assistant>

About Milwaukee Repertory Theater: Milwaukee Rep is the largest performing arts organization in Wisconsin welcoming 300,000 people at 700 performances of 15 productions a season at the Patty & Jay Baker Theater Complex featuring three unique performance venues – the Quadracci Powerhouse, Stiemke Studio and Stackner Cabaret. For over six decades, Milwaukee Rep has been a centerpiece of Milwaukee’s vibrant arts and cultural scene with productions ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive and impactful. Under the leadership of **Artistic Director Mark Clements** and **Executive Director Chad Bauman**, Milwaukee Rep ignites 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.

To read more about Milwaukee Repertory Theater, please visit: www.MilwaukeeRep.com

To read more about Milwaukee Repertory Theater’s commitment to Equity, Diversity, & Inclusion, including our ED&I Vision of Success, please [Click Here](#)

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.