



## ASSISTANT COSTUME DIRECTOR JOB POSTING

<b>Position:</b>	<b>Assistant Costume Director</b>	<b>Status:</b>	Exempt
<b>Department:</b>	Costumes	<b>Full/Part Time:</b>	Full-Time
<b>Reports To:</b>	Costume Director	<b>Annual/Seasonal:</b>	Seasonal
<b>To Apply:</b>	<a href="#">Click Here To Apply</a>	<b>Deadline to Apply:</b>	Sunday, April 4, 2021

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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 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:

The Assistant Costume Director (ACD) 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.

### Compensation and Benefits:

This is a full-time, exempt, seasonal position paid a weekly salary of \$690.00 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 with occasional nights and weekends. The duration of the position runs September to June, exact dates TBD.

### Major Duties and Responsibilities Include:

- 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 work flow in the costume shop
- Work with the Costume Director to submit requests for costume, hair, and wig fittings
- Act as a point person for all costume shop employees regarding production work
- Act as the main contact point for all external costume rentals
- 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
- 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



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- Assist with the Curtain Call Ball as needed
- Other duties as assigned

### Qualifications:

Ideal candidates will have at least 2 years of experience working in a professional costume shop. Strong computer skills in Microsoft Word and Excel, as well as experience with databases or data management software a plus. Candidate will be detail oriented and able to multitask multiple projects simultaneously. 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 close vision and the ability to discern color and fine detail
- Able to lift 20 pounds
- Licensed and able to safely operate a motor vehicle
- Must be able to climb stairs

### To Apply:

Fill out an online application, submitting cover letter, resume, and contact information for 3 professional references: 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@milwaukeeep.com](mailto:ehill@milwaukeeep.com)

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

<https://recruiting.paylocity.com/recruiting/jobs/Details/471482/Milwaukee-Repertory-Theater-Inc/Assistant-Costume-Director>

***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](http://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.*