

LCT Costume Shop Director

Job Description

Position: Costume Shop Director

Reporting to the Producing Artistic Director (PAD), the Costume Shop Director (CSD) provides management, vision, and supervision of the Lexington Children's Theatre (LCT) costume shop. The CSD procures, maintains, and organizes all shop materials and equipment and assists with care and replacement. They hire, oversee, and mentor staff, volunteers, and contractual employees. The CSD coordinates and oversees the scheduling of the shop, dressing rooms, and green room and the use of the stock by other departments of the organization and loans and rentals to other entities.

The CSD works with the PAD to establish and administer budgets, personnel, productions, equipment, and shop improvements. They administer the costume shop budget, track all related expenses and refunds, and reconcile the costume shop credit card each month.

The CSD liaises with designers, ensuring that LCT interprets the designer's artistic intent of the designer within the limitations of the budget, personnel, and resources available. The CSD may also design shows for the organization. The CSD, along with the rest of the company, strives to achieve the high standard of our organization's productions and programming.

The CSD's primary responsibilities include:

- Oversees and executes the daily operations of the costume shop resulting in the timely and accurate long-lasting construction, maintenance (including laundry), and repairs of each production's costumes, costume crafts, make-up, and wigs.
- Creates a safe, organized, productive, professional environment for actors, students, and staff.
- Ensures the delivery of paperwork for the creation and directions for care of the costume elements for each production, including a list of actor-provided elements and informs the performers on the appropriate care and maintenance of the costumes.
- Attends fittings and necessary tech week rehearsals to ensure the use of costume elements.
- Supervises costume load-in, strike, and restocking for each production. Works to assign costume representatives at each in-house performance.
- For touring productions, the CSD provides a packing list and repair kit and gives the performers guidance on washing and maintenance of their costume.
- Maintains a professional and working relationship with other designers, theatre, and costume shops in our community.
- The CSD attends all design, production, and staff meetings.
- Facilitates the rental of costumes and costume elements including tracking items out and in, arranging for pick/drop-off, and payment.

Compensation: \$36,000 Salary (exempt employee) plus \$7,000 in benefits (health insurance, retirement contribution)

To Apply: Applicants interested in applying for this position must email cover letter, resume, recommendations, and portfolio samples by January 25th, 2023, to: lct.hiring@gmail.com

Should you advance to a finalist for this position, successful completion of background screening will be required, including references.

Lexington Children's Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or

any factor protected by law. LCT is committed to creating an equitable environment forged in antiracist practice and policies for all people.