

Job title	<i>Costume Supervisor</i>	FLSA Status	<i>Hourly Employee, Non-Exempt, Seasonal</i>
Reports to	<i>Production Director</i>	Department	<i>Production</i>

Organization Summary

Founded in 1998, Theater Latté Da (TLD) is in its 23rd season of presenting original and re-imagined musical theater. Theater Latté Da creates new and impactful connections between story, music, artist, and audience—exploring and expanding the art of musical theater. TLD is dedicated to expanding the American Musical Theater with work that speaks to a contemporary audience. Theater Latté Da has fostered innovation and diversity since its conception. We believe in work that is bold, inclusive and collaborative; we act with integrity and gratitude. These values are integral to the organization’s health and drives the discussion at every stage of decision-making. Through productions that transcend the conventional, the organization helps solidify the Twin Cities’ reputation as a place where progressive art plays a vital role. Theater Latté Da believes in a culture of inclusion, diversity, equity, and access. The diverse and dynamic interests of those who work here provide opportunities, both organized and impromptu, for individual pursuits and exploration.

Compensation

\$22.00 per hour.
 Paid time off prorated based on hours worked.
 Paid Holidays.
 Flexible work environment
 Complimentary tickets to all Theater Latte Da productions.

Hours for this job are primarily centered around load-in and tech rehearsals with four to five productions a year. The other weeks involve some minimal coordination, email communication, and the occasional small project. The schedule is known well in advance and can be planned around.

Job purpose

The Costume Supervisor is a critical member of the production team and will lead Theater Latte Da’s costume and hair departments in managing and executing all costume, hair, and makeup needs. They will hire and oversee a team of diverse individuals to assist in the process to ensure a quality product is delivered on schedule and within budget.

Duties and responsibilities

Essential

- Work directly with the design team to execute all costume, hair, and makeup related designs with consistent quality and excellence.
- Hire and manage costume department labor as needed for each project.
- Manage the costume department budget for each production and track all expenses.

- Manage the physical costume shop at the Ritz Theater including scheduling, organization, and maintenance.
- Manage understudy costumes and mid-run substitutions.
- Ensure the ongoing quality and repair of costume elements during the run of a production.

Other

- Attend fittings, production meetings, photoshoots, designer run-throughs, costume load-in, technical rehearsals, and previews.
- Create a thorough costume archive for each production
- Assist in budgeting and planning for costume department growth for subsequent seasons.
- Create a comprehensive budget estimate for all costume elements based on the designs provided.
- Work directly with the designer and director to establish priorities and keep expenditures within budget.
- Act as liaison with stage management for fittings and rehearsal notes.
- Respond to Stage Management daily rehearsal and performance reports with information as necessary.
- Coordinate with other departments on any elements that share responsibilities.
- Create paperwork as needed for the successful operation of the production including piece lists, care instructions, and costume change plots.
- Familiarize the Wardrobe Assistant with all costume pieces on their proper use and care.
- Maintain inventory of expendables; order supplies and stock items as needed.
- Assist the Costume Designer to pull and assemble looks for all PR photoshoots and marketing materials.
- Oversee the return of all rented and borrowed pieces upon closing.
- Attend weekly team meetings.
- Actively create a diverse, inclusive, and welcoming working environment.

Qualifications

Required

- Excellent knowledge and skill in theatrical costuming and hair techniques.
- Ability to manage and encourage a diverse team of professionals to execute a successful design process.

- Ability to manage the costume design process to achieve the designs within budgetary and other limitations.
- Ability to work a varied schedule and be available for evenings and weekends at predetermined times

Preferred

- Access to a personal vehicle.

Working conditions

The Costume Supervisor will often be working on their feet in the shop or in the community. Significant amount of time will also be spent working on a computer.

A shared office space/work room will be provided at the Ritz Theater, but this person may do a significant amount of work remotely.

Physical requirements

The Costume Supervisor may be required to lift up to 50 lbs periodically.

Direct reports

Dresser, Wardrobe Assistant, Stitcher, and other overhire personnel.

How to Apply

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or status as an individual with disability. EEO/W/M/Veteran Disability

To express your interest about this opportunity please follow this link to upload your resume and cover letter - <https://forms.gle/ZywZkB1kPf8r4U298>

Job Demands and Conditions Analysis

O = Occasional, less than 1 time per week F = Frequent, from 1/3 to 2/3rds of the time
 S = Some, less than 1/3 of the time C = Consistent, more than 2/3rds of the time

Blank = not required

PHYSICAL REQUIREMENTS	O	S	F	C	ENVIRONMENTAL REQUIREMENTS	O	S	F	C
Sitting			x		Works alone			x	
Standing			x		Works with others			x	
Walking			x		Customers contact	x			
Lifting		x			Shift work	x			
Carrying		x			Extended day		x		
Pushing/Pulling		x			Cold	x			
Bending at waist		x			Heat	x			
Twisting upper body		x			Temperature changes	x			

