Costume Shop Manager

Full-Time Seasonal (August thru May), Exempt

Start Date: Mid-July/August 1

Deadline to Apply: June 28, 2023 for Best Consideration

The purpose of the Costume Shop Manager is to manage and oversee all activities relating to costuming for the productions presented by Florentine Opera Company. The Costume Shop Manager provides for all company wardrobe components with professional courtesy, collaboration, timeliness, innovation, communication, and respect for the creative process and its participants, while maintaining the highest standard of excellence throughout all phases of production.

**Costume Design work falls outside of responsibilities listed above.**

**This employee reports to the Production Manager.**

Department Head/Manager Responsibilities

- Assist in establishing yearly costume budgets, oversees expenditure and all related paperwork maintaining accurate financial records.
- Coordinate the hiring of costume dept personnel, assign their schedules and approve departmental time sheets.
- Organize work and storage areas; manage inventory of costumes, shop supplies and equipment.
- Maintain transparent communication with Production Management regarding workload, timelines, deadlines, production progress, budget status, scheduling, and collaboration efforts with guest designers and staff.
- Represent the Florentine when interacting with others, including donors/audience
- Adhere to Code of Conduct and Florentine values.

Costume Production Management

- Script breakdown and costume plot. Costume and show research.
- Create show budgets of materials, costumes, accessories, and personnel within the season budget.
- Communicate with Director and Design/Production team members to coordinate shows.
- Select and procure all materials, costumes and accessories for the performance run of the show.
- Identify rental options and provide information to the Director and Designer to curate the overall look of the show. Communicate/Coordinate all aspects of rental company(s) arrangements including pieces, schedule, shipping, payment and overall maintenance of property.
- Supervise the workshop; clarify and assign duties to all Costume Department personnel.
- Coordinate the scheduling of fittings with Stage Management. Attend all fittings to ensure design, and performer needs are met.
- Create all needed paperwork to run and archive the show.
- Attend production meetings, tech rehearsals.
- Facilitate transportation of costumes and supplies to and from the performance venues.
- Attend to cleaning, packing, and storage of show inventory. Attend restoring, cleaning, packing and shipping rented items.

Costume Build

- The fabrication of patterns, cutting, fitting and construction of costumes from specific designs. Determine yardage and trims for costumes. Dye, paint, and distress fabric and costume garments as designed.
- Alterations and construction of costumes, accessories, and shoes.
- The care and maintenance of costume and accessories.
- Lead the Education Tour costume build to completion; offer cleaning and repair support during the tour.
Costume Rental Management

- Work with Production Manager to create and maintain rental information for the FOC website and other avenues.
- Create rental paperwork for produced shows remaining in our stock.
- Store and maintain organization of stock.
- Communicate with clients renting FOC productions or pieces.
- Pack and arrange shipping. Upon return: unpack, check for damages, clean and restock items.

Ancillary Duties

- Serve as stylist, shopper, and alterations support for the Studio Artists' Dress for Success program
- Create and implement education presentations/internship mentoring/classes as needed.
- Demonstrate leadership in accordance with the Florentine's mission and vision.

Knowledge and Skills

- Outstanding interpersonal and collaborative skills: comfortable interacting with all staff, costume shop team, management, artists, and the public in a professional and tactful manner.
- Knowledge of Costume Construction techniques, management practices; basic bookkeeping, budget management, time management, purchasing and inventory control and machinery and equipment maintenance.
- Ability to coordinate many tasks, setting appropriate priorities and completing work on schedule with attention to detail.
- Be a motivated self-starter able to work independently, and also within a larger team.
- Ability to exercise judgment and initiative, maintain confidentiality and provide excellent customer service.
- Some knowledge of opera repertoire or music background is a plus, but not required.
- Minimum of two years relevant professional experience, preferably in grand opera, or the equivalent.
- Bachelor's Degree or equivalent combination of training and experience.

Work Conditions

- Periodically requires six-day work weeks as well as evenings during production periods.
- Florentine programming includes but is not limited to four Mainstage productions, Education Tour, and the Dress for Success program for Studio Artists for concert apparel.
- Sitting and standing for extended periods of time.
- Ability to lift heavy costume pieces above body and navigate stairs while carrying heavy weight.
- Ability to operate a computer keyboard, mouse, and to handle other office equipment.
- Ability to see clearly in low-light situations such as are common backstage and in the theatre; walk and stand on complex stage settings throughout day-to-day activities.
- As the business evolves, so may this role. These duties may change based on FOC needs.

Compensation and Benefits

Mid to High 30s, health insurance while on contract, and complementary performance tickets. The Florentine Opera Company is an equal opportunity employer.

To Apply

Please submit a resume and three references to Maram Samaha, Production Manager, Florentine Opera Company, msamaha@florentineopera.org with the subject line COSTUME SHOP MANAGER - YOUR NAME

The Florentine Opera Company is driven by its mission to produce the full range of operatic works reflecting the highest musical and theatrical standards and to support community and education programs that foster the current and next generation of opera audiences and practitioners. Our vision is to enrich Milwaukee through great opera, and to achieve local and national recognition for high quality and innovative programs that engage our community. Florentine is an equal opportunity employer with a strong commitment to diversity and inclusion. We prohibit discrimination on all legally protected status. We particularly welcome applications from black and minority candidates under-represented within our organization.