

Manhattan Arts Center
Part-Time Costume Manager



At the Manhattan Arts Center, we value curiosity, collaboration, and a willingness to grow. We work hard to make sure our workplace feels safe, welcoming, and supportive for all. As the Part-Time Costume Manager, you'll be part of a team culture and work closely with the Education Director and Artistic Director. The MAC is a 501(c)(3) Non-Profit Arts Organization.

Position Title - Costume Manager

Pay Rate - \$16 per hour

Weekly Hours - 12 hours a week on average

Work Schedule - Flexible, needs to be available for tech week rehearsals for MainStage and Youth Productions

General Job Description:

The Costume Manager position is designed to provide the opportunity to learn administrative, collaboration, and leadership skills. This position will work with both MainStage and Youth productions and will be responsible for the overall operation of the costume shop including: design integration, construction, fitting, repairing, cleaning, storing, and cataloging of costumes. When a production does not have a volunteer costume designer, the Costume Manager will step into that role. Every member of the MAC team has a willingness to learn, as well as a commitment to a safe and equitable work environment. This position reports to the Education Director and will work closely with the Artistic Director. Additional duties are listed below.

Overall Job Duties:

- Maintain the MAC owned costume inventory and shop including costume cleaning, repair work, shoe inventory, costume shop supplies, equipment, and fabric inventory.
- Provides leadership, coordination, and planning of the day-to-day operations of the costume shop.
- Collaborate with Production Producer and Costume Designer (if applicable) to set work schedules and specific goals for each production.
- Launder and iron costumes as necessary before and/or during productions.
- Supervise and assist with costume procedures during tech week, performances, and strike.
- Maintain an inventory of costumes available for rental or loan to other companies. Oversee rental pricing, rental contracts and shipping.
- Assist in maintaining an environment that is conducive to promoting learning.
- Communicate clearly and respectfully to students, fellow teaching artists, staff, and teachers, and share questions, comments, or concerns with the Education Director as needed.
- Assist in keeping designated teaching areas clean and safe.

- Any other duties that may arise from time to time to help with MAC carry out its mission, productions, and events.

Costume Designer Job Duties:

- Coordinate and collaborate with show directors to ensure cohesive vision for productions.
- Participate in production meetings, tech rehearsals, and any other rehearsals at the discretion of the Producer and/or Director.
- Design and execute all costumes for the production.
- Manage costume budget for each production.
- Schedule and supervise all fitting in coordination with the Directors or Producer.
- Oversee dressing rooms for performances.
- Maintain costumes during a show run.

Qualifications:

- Excellent organizational skills with a demonstrated ability to pay attention to details
- Demonstrated experience in:
 - Garment construction and alterations
 - Hand and machine sewing techniques
 - Cleaning, steaming and ironing of garments
 - Fitting and measuring garments
- Knowledge of fabric types/uses
- Basic knowledge of costume and fashion history
- Computer-literate

Personal Characteristics:

- You enjoy working independently, assuming responsibility, and taking initiative using good judgement and strong attention to detail.
- You can effectively identify and communicate issues or problems as they arise, and move deliberately to find solutions.
- You have a positive and proactive attitude.
- You have comfort acting as a leader and taking charge in different kinds of situations, while respecting differences and making decisions collaboratively.

Hiring Requirements:

All staff members will be subject to a background and criminal check.

To Apply:

Please send your resume and cover letter to Addie Schneider at education@manhattanarts.org.