

## **COSTUME DIRECTOR**

### **POSITION DESCRIPTION**

The Costume Director is a key member of the Company's production team and facilitates all costume and wig/makeup aspects of the Pittsburgh Opera season and special events. The Costume Director oversees costume personnel, budgets, and equipment, along with maintaining costume rental inventory, production records, and costume department paperwork. They are responsible for the management of new production builds from the design phase through completion and work to ensure a high artistic standard for all rented costume packages. The Costume Director reports to and advises the Director of Production on budgetary, operational, and human resource needs of the costume and wig/makeup departments. They will also participate in the season planning as it relates to the costume and wig/makeup departments.

### **POSITION RESPONSIBILITIES**

- Hire and supervise union costume and wardrobe staff
- Schedule and attend all fittings to maintain consistency and industry standards
- Attend all dress rehearsals and performances
- Design and render costumes when called upon to do so – either as a member of the production design team or fill in gaps in rental packages
- Conduct all departmental purchasing: notions, materials, equipment, etc., and track spending
- Manage all incoming and outgoing costume rentals
- Prepare and approve payroll reports according to CBA
- Enforce Pittsburgh Opera policies, procedures, and work rules
- Oversee the maintenance of shop equipment and costume stock
- Works with the Director of Production to prepare budgets and forecasts for all costume and wardrobe aspects of productions, including labor and materials
- Communicate with the Production Stage Manager and Production Coordinator regarding fittings, rehearsal needs, and performer requests
- Attend regular Company and Production meetings
- Work directly with costume designers and stage directors to balance budget necessities and design integrity
- Create documentation for each production with financial, artistic, and technical information
- Maintain a positive and communicative atmosphere in the department and with production teams

### **QUALIFICATIONS**

- 2-4 years of management experience
- Extensive knowledge of costume history, costume design, costume construction techniques, and fabric
- Knowledge of draping, cutting, constructing, fitting, and alterations
- Ability to work with artists and designers, anticipating the needs of each while balancing the department's ability to complete the work on schedule
- Excellent interpersonal, organization, problem-solving solving and management skills

- Demonstrated proficiency in Microsoft Office Suite
- Ability to work nights and weekends, as required
- Must have the ability to occasionally lift and carry up to 50 lbs.
- Must be able to tolerate exposure to common laundry and fabric dyeing chemicals
- Knowledge of safety standards for costume-related equipment, products, and tools and their implementation.

**Salary and Benefits**

The position is full-time exempt. The salary range for this position is \$50,000 to \$52,000. An offer will be based on experience and demonstrated skills. Benefits include medical and vision insurance, paid vacation, and holidays.

**To apply**

Please send a cover letter and resume to Steven Grair, Director of Production, at [Costume Director Search](#).

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