



Costume Shop Supervisor (seasonal)

Reports to: Jeri Shaffer – Production Manager

Job Duties:

- Oversees construction and alteration of all costumes, including builds and rentals
- Hire and supervise all costume shop staff – nonunion shop
- Schedule and attend all fittings to maintain consistency and industry standards
- Prepare and approve payroll reports as well as weekly schedules recorded in the time clock, payrolls to be submitted each Monday morning by noon
- Attend production meetings
- Meet each production week with Production Manager to review expenditures to date
- Attend all dress rehearsals and production meeting immediately following the rehearsals
- Maintain communication with the designer (or their representative) of the production
- Serve as liaison from the costume shop to the Director, Assistant Director and Stage Management staff
- Communicates with Stage Manager regarding fittings, rehearsal needs, and performer requests
- Relay dressing information to the wardrobe head and dressing information of hats and headpieces to the wig master
- Works with the Production Manager to prepare budgets and forecasts for all costume aspects of productions, including labor and materials and control budget so that it remains within the department budget lines
- Oversees the maintenance of shop equipment and costume stock
- Conduct all departmental purchasing: notions, materials, equipment, etc. and track spending, staying within the department budget lines
- Inventory and catalogue all costumes for rental and revival purposes
- Creates documentation for each production with financial, artistic, and technical information
- Make certain that all measurements are kept accurate and on record in a shared production drive
- Manages all incoming and outgoing costume rentals
- Enforces The Dallas Opera policies, procedures, and work rules
- Maintains a positive and communicative atmosphere in the costume shop and with management and mediates any conflicts among personnel
- Other duties as assigned

Qualifications:

- 3-5 years' experience managing a costume shop
- Extensive knowledge of costume history, costume design, costume construction techniques, and fabric required
- Knowledge of draping, cutting, constructing, fitting, and alterations
- Budgetary experience and a solid track record of bringing projects in on-time and on-budget
- Ability to work with artists and designers, anticipating the needs of each while balancing the costume shop's ability to complete the work on schedule
- Knowledge of art history and opera literature and traditions
- Excellent interpersonal, organization, problem-solving, and management skills
- Demonstrated proficiency in Microsoft Office Suite and other industry standard software
- Must be able 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.

The Dallas Opera values diversity in the workplace and is committed to creating an equitable and inclusive work environment where employees are treated with dignity and respect. The Dallas Opera is an equal opportunity employer and maintains a policy of non-discrimination with all employees and applicants for employment. This position will remain open until a diverse and qualified pool of candidates has been identified. Applications from populations underrepresented in the arts are strongly encouraged to apply.

To apply, please send a cover letter no longer than two pages and resume to recruitment@dallasopera.org, using the subject line "Costume Shop Supervisor." Please send Word or PDF file only. No phone calls please.