

Northlight Theatre Production Department

Job Description

2021-22 Season

Job Title: Costume Supervisor

Category: Regular Full Time, Exempt, Salaried with Benefits

Overall Description: Working under the supervision of the Production Manager, the Costume Supervisor is the head of the Costume Department and is responsible for realizing and maintaining all costume design elements for cast and understudies. Supervises all Costume and Wardrobe staff, overhire, and subcontractors. Maintains all departmental work areas and manages costume inventory.

Responsibilities include but are not limited to:

- As Costume Department Head, this person is in charge of hiring, training, and coordination of all overhire.
- Attend all show-related meetings and staff meetings as the leader and advocate for Northlight's Costume Department interests.
- Establish, communicate, and track balanced budgets and reasonable schedules, within predetermined parameters, for the completion of designs and the betterment of the Department.
- Oversee all aspects of Wardrobe for each production, including serving as an emergency cover if needed.
- Supervise haircut, wig, and makeup maintenance including hiring a professional as necessary.
- Support all other Northlight activities such as Readings, One Night Events, educational programming, publicity or press appearances, fundraising events, etc. as needed.
- Work with the Production Manager in support of strategic departmental development.
- Follow Northlight safety practices, and maintain all Costume Department work areas in a safe and organized state. Ensure that all equipment is safely used by others.
- Working under the supervision of, and in coordination with, the Production Manager, act as the Costume Supervisor for outside companies who enter into agreements with Northlight for productions in the Northlight Mainstage space.
- Perform any additional duties as assigned by the Production Manager.
- Adhere to Northlight policies as listed in Employee Handbook and Director/Designer Handbook.

Qualifications: Must be able to evaluate designer's drawings, cost out productions, and create labor/time estimates. Must be able to manage an active costume shop including budgeting, quoting, renting NLT stock, and administrative duties. Must be able to supervise crew and to perform wardrobe maintenance. Must be self-motivated, and able to work as an individual as well as part of a team. Advanced sewing and organizational skills required. Must be able to perform fittings, as well as know how to use a serger and an industrial sewing machine. Must be able to lift 35+ pounds, have a valid driver's license, and have access to a personal vehicle.