ASSISTANT COSTUME SHOP DIRECTOR

POSITION SUMMARY

Salary: $48,000–$52,000 with benefits
Location: Hartford, CT (in person)
Supervisory role: No
Department: Production
Reports to: Costume shop director
Status: Full time, exempt
Benefits: Yes

Who we are

Over the last year, we closed our theater doors to in-person performances, just like many others across the globe. We paused and used the time to listen, deliberate, and reflect. We looked at ourselves, and we looked at our home city—one that is mixed across differences such as race, language, sexual orientation, gender identity, and more. At our core, we became consciously aware that we do not reflect the breadth and beauty of diversity the way we could and should.

As we open our doors once again, we at Hartford Stage are seizing the moment now and taking intentional, deliberate actions to truly become Hartford’s stage.

Who we’re looking for

Maybe you’ve worked in engineering, teaching, hospitality, carpentry, or IT. Maybe you were a bartender, a ride-share driver, a nurse, or an HR manager. Maybe you’ve been looking for a different place with new scenes and fresh lighting for a while, or maybe theater has been your life for a long time, and you can’t wait to get back. This role could be that opportunity.

The position we’re filling

As the assistant costume shop director, you will be hands-on, collaborating with the costume shop director in fulfilling the costume designer’s vision for all Hartford Stage productions. You are a multi-tasker and detail-oriented individual maintaining the logistics to keep the process moving. You’ll be in a fast-paced atmosphere keeping track of expenses, costumes/clothing, and buying and returning garments. You will assist with managing and responding to rehearsal notes, fitting notes, and supervising production wardrobe crew.

What you’ll be doing

- Assisting the costume shop director in daily office work, including (but not limited to) accounting, data entry, answering correspondence, costume tracking for productions, filing, managing supplies, and vendor relations
- Assisting with basic costume construction as needed, including stitching and possible work in crafts
- Serving as on-site design assistant when needed, including but not limited to:
  - Attending all fittings and taking appropriate notes
  - Shopping online or in-person as necessary
  - Traveling to NYC or Boston to shop fabric or misc. items (dependent on production requirements)
  - Pulling costumes from Hartford Stage stock as necessary
  - Coordinating rentals from other companies’ costume stock
  - Responding to notes from rehearsal reports
  - Assisting with returns
• Managing departmental expenditures, reconciliations and vendor relationships
• Assisting with supervision of backstage wig and wardrobe operations
• Helping maintain Hartford Stage costume stock
• Participating with strike, including laundry, dry cleaning, and returning garments to stock
• Acting as the primary staff liaison for the coordination, pulling, and restocking of costume rentals
• Acting as costume shop director during select technical rehearsals and previews when the costume shop director is absent
• In the absence of the costume shop director, leading all costume shop staff including the draper, first hand/stitcher, wardrobe supervisor, and over-hire, temporary staffing.

What you bring

Excellence in:

• Working collaboratively and inclusively, mindful that we each bring our own unique styles, thinking, cultures, and talents to the team
• Verbal and written communication and interpersonal skills
• A basic knowledge of costume construction techniques, fabric, supplies, and costume periods
• Time management, prioritization, and exceptional attention to detail, and commitment to follow-through
• Project coordination of multiple concurrent deliverables with competing and unpredictable schedules
• Creative problem-solving
• Both working independently and leading others in goal-oriented tasks
• Applying diversity, equity, inclusion, accessibility, and anti-racist practices, as well as their direct impacts on department activities

Requirements:

• Two-three years’ working in theater or comparable experience
• Ability to lift 50 pounds due to the nature of this role
• Valid driver’s license

Bonus points:

• An interest in a career in costume shop management
• Multilingual

What we bring

• A dynamic downtown location in a creative state capital with quick access to the coast, mountains, and many restaurants, shops, markets, breweries, and activities of all kinds
• An invitation to contribute to a team of talented and collaborative individuals committed to a Tony award-winning legacy
• A fun, engaging, inclusive, and equitable workplace committed to a transformative, experiential theater
• A once-in-a-career opportunity to make an impact in the field and in the Hartford community

A place where everyone belongs

Since the shutdown—under new artistic and executive leadership—our team has been actively engaged in reducing bias in all we do, and in the way we think about and practice equity, diversity, and inclusion—from drafting job postings to the performances we bring to our stage. It all begins with a workplace where every voice is heard, where every person is seen—a place where everyone belongs.

We look forward to welcoming you into the conversation. All are encouraged to apply.

Please email your letter of interest and most current resume to HR@hartfordstage.org.