



Memorandum

To: Donors and Producers of Midwestern Repertory Theater

CC: Production Manager & Artistic Director

From: MJ Hall, Midwestern Rep Costume Shop Manager

Date: October 4, 2016

Subject: Costume Shop Hiring Proposal

After reviewing our upcoming 2016-2017 season, both in the scope, scale and specific designs of each production, I have calculated that I will need a total of 17 employees to build our shows as efficiently and beautifully as possible.

My breakdown is as follows:

- 2 cutter/drapers
- 1 tailors
- 2 first hands
- 4 stitchers/finishers
- 1 costume craftspersons
- 1 milliner
- 1 dyer/painters
- 1 wig masters/makeup designers
- 1 Wig/Makeup Crew
- 1 Wardrobe Head
- 2 dressers

We will be offering all of these positions housing at a reduced cost near the costume shop (\$900 over the course of the season, deducted from each paycheck). Most of these

positions will be paid on an hourly basis, though the more experienced positions will be salaried. The payment breakdown is as follows:

- \$11 an hour - stitchers/finishers, costume craftsperson, wig/makeup crew, wardrobe crew
- \$15 an hour - first hands, dyer/painter, wardrobe head
- \$3000 a month - cutter/draper, tailor, milliner, wig master/makeup designer

With these personnel I will be able to build and alter entire productions quickly and efficiently, and can work on multiple productions at the same time.

I would like for you to review the job descriptions and qualifications I have included, as well the copy for the artistic job search engine, Art Search, I have written. Please let me know if you have any comments, questions, or concerns.

Best,

MJ Hall, Costume Shop Manager of Midwestern Repertory Theater

Costume Shop Manager

The person who oversees the day-to-day operations of the costume shop, including personnel, machinery, and supplies.

Responsibilities

- Hire costume shop and wardrobe staff
- Order supplies & equipment
- Manage stocked supplies, including stock fabric, notions, and materials
- Manage and maintain costume storage
- Manage costume rentals
- Manage shop equipment, including repairs, maintenance and replacement
- Head shop meetings
- Attend general theater staff and production meetings
- Keep track of budgets of both the shop as a whole and individual productions
- Schedule fittings in conjunction with the stage managers
- Set up costume production schedule for entire season
- Manage staff time for payroll and budgeting
- Act as liaison between build staff and wardrobe to ease transition into dress rehearsals
- Directly supervise build staff, including Cutter/Drapers, Tailors, First Hands, and Stitchers/Finishers
- Oversee completion of all costume elements to Costume Designer's satisfaction
- Attend dress rehearsals to take and coordinate technical notes and coordinate repairs
- Facilitate and trains costume crew members in quick changes
- Perform other duties as assigned by Production Manager or Artistic Director

Working Relationships

Works as liaison between Costume Designer and Cutter/Drapers, Tailor, Wig Master, Milliner, Dyer/Painter, Makeup Designer and Wardrobe Head. Supervises and advises Cutter/Drapers, Tailor, First Hands, Stitchers/Finishers, Costume Craftspeople, Dyer/Painter, Milliner, and Wardrobe Head. Has regular meetings with other members of production staff, and works with stage management to facilitate fittings.

Costume Shop Manager Continued

Knowledges, Abilities, & Skills

- Knowledge and general experience in theatrical cutting, stitching, and crafts
- Demonstrated management skills
- Basic knowledge of costume history
- Working knowledge of costume materials
- Working knowledge of costume industry machinery
- Working knowledge and implementation of safety standards
- Excellent interpersonal and communication skills
- Excellent organizational skills

Minimum Qualifications

- High school diploma
- Undergraduate degree
- Graduate degree or equivalent professional experience
- 5 years minimum experience in costume shops, educational or professional

Costume Designer

The artist who designs the costume for a set production and supervises the execution of the costumes.

Responsibilities

- Read and analyze script
- Meet with director and rest of design staff to develop concept for production
- Render all costumes including accessories, hairstyles, and makeup
- Agree to and work within set budget for individual productions
- Purchase all fabric, trim, and specialty notions as needed
- Consult with Cutter/Draper, Tailor, Milliner, and Wig Master/Makeup Designer about construction methods
- Attend production meetings and rehearsals as needed
- Attend fittings as needed
- Meet set design deadlines

Working Relationships

Works with all other members of design staff and director, advises Cutter/Draper, Tailor, Milliner, and Wig Master/Makeup Designer as needed. Is held accountable by Costume Shop Manager.

Knowledges, Abilities, & Skills

- Experience in script analysis
- Excellent research skills
- Excellent knowledge of costume and fashion history
- Excellent artistic and rendering skills
- Excellent knowledge of fabric, trims, and similar materials
- Good knowledge of costume construction techniques
- Excellent knowledge and experience of costume design process
- Ability to work as a member of a collaborative team
- Excellent interpersonal and communication skills
- Good organizational skills
- Ability to remain calm in high stress situations

Minimum Qualifications

- High School Diploma
- Undergraduate degree
- Graduate degree or equivalent professional design experience

Cutter/Draper

The artist who creates and cuts the patterns for costumes based on the sketches of the Costume Designer.

Responsibilities

- Work with Costume Designer to pattern or drape built costumes based off of sketches
- Fit costume to actor by attending all necessary fittings
- Correct patterns as needed
- Plan the construction process of each garment
- Cut or supervises the cutting of fabric for the costume
- Determine yardage of both fabric and trims
- Supervise their crew by delegating to their First Hand and Stitchers/Finishers
- Supervise and assists in major alterations as necessary
- Manage time of self and crew efficiently
- Research the period, style, and techniques required to complete each garment
- Perform other duties as assigned by the Costume Shop Manager or Costume Designer

Working Relationships

Works directly with the Costume Shop Manager and Costume Designer, and supervises their First Hand and Stitchers/Finishers

Knowledges, Abilities, & Skills

- Proficiency in flat patterning and/or draping techniques
- Knowledge and experience with a variety of costume construction techniques
- Understanding of period shape
- Working knowledge of costume history
- Working knowledge of fabrics, trims, and notions
- Basic management skills
- Excellent interpersonal and communication skills
- Excellent organization skills

Minimum Qualifications

- High School diploma
- Undergraduate education or equivalent professional experience
- Graduate level education or equivalent experience preferred

Tailor

The artisan who creates menswear and specialty womenswear pieces to the Costume Designer's specifications.

Responsibilities

- Work with Costume Designer to pattern costumes based off of sketches
- Fit costume to actor by attending all necessary fittings
- Corrects patterns as needed
- Fabricate menswear and specialty womenswear as needed
- Cut fabric and appropriate linings and interfacings
- Sculpt coats and jackets using interfacing manipulation
- Determine yardage of both fabric and trims
- Supervise and assists in major alterations as necessary
- Supervise First Hand and Stitchers/Finishers as needed
- Research the period, style, and techniques required to complete each garment
- Perform other duties as assigned by the Costume Shop Manager or Costume Designer

Working Relationships

Works directly with the Costume Shop Manager and Costume Designer, and supervises their First Hand and Stitchers/Finishers

Knowledges, Abilities, & Skills

- Knowledge and experience in the construction of both modern and period menswear
- Excellent tailoring skills, both hand and machine
- Working knowledge of costume history
- Working knowledge of fabrics, trims, and notions
- Basic management skills
- Excellent interpersonal and communication skills
- Excellent organization skills

Minimum Qualifications

- High School diploma
- Undergraduate education or equivalent professional experience
- Graduate level education or equivalent experience preferred

First Hand

The assistant to the Cutter/Draper or Tailor who facilitates their work to the stitchers.

Responsibilities

- Serve as Cutter/Draper or Tailor's assistant
- Assist in creation and alteration of patterns
- May cut fabric as required
- Create patterns for facings and linings as needed
- Supervise and assists Stitchers/Finishers
- Attend fitting to take notes for Cutter/Draper or Tailor
- Prepares alteration for Stitchers/Finishers
- Manage their own time and time of Stitchers/Finishers
- Other duties as assigned by the Cutter/Draper or Tailor

Working Relationships

Works directly with their Cutter/Draper or Tailor, and manages and instructs Stitchers/Finishers

Knowledges, Abilities, & Skills

- Basic pattern drafting skills
- Knowledge and experience with basic costume construction techniques
- Basic knowledge of fabric types and their usage
- Excellent time management and organization skills
- Excellent interpersonal and communication skills

Minimum Qualifications

- High School diploma
- Undergraduate degree or equivalent professional experience

Stitcher/Finisher

The artists who build, alter, and finish garments based off of instructions from the first hand or cutter/drafter.

Responsibilities

- Assemble garments as instructed by the First Hand, Cutter/Drafter, or Tailor
- Finish garments as instructed
- Complete projects in an efficient manner
- Maintain work area, including sewing machine as necessary
- Communicate with other team members about issues or problems that arise
- Perform other duties as assigned by their team leader

Working Relationships

Works directly under the First Hand, and is a member of a team headed by a Cutter/Drafter or Tailor

Knowledges, Abilities, & Skills

- Experience in a variety of hand stitching techniques
- Experience in a variety of machine sewing techniques
- Knowledge of usage of domestic or industrial sewing machines
- Ability to operate industrial steam iron
- Ability to sit for long periods of time
- Ability to manage time efficiently
- Good interpersonal and communication skills

Minimum Qualifications

- Highschool Diploma
- Undergraduate level education or equivalent professional experience preferred but not required

Costumes Craftsperson

The artists responsible for the production of various costume accessories and properties.

Responsibilities

- Interpret and complete all costume craft projects as designed by the Costume Designer
- Fabricate patterns as necessary
- Fit items on actor's as necessary
- Complete alterations on costume accessories as required
- Manage personal safety
- Maintain costume craft space and materials as needed
- Assists Milliner and Dyer/Painter when necessary
- Perform other duties as assigned by the Costume Shop Manager

Working Relationships

Works directly with the Costume Shop Manager, and assists the Milliner and Dyer/Painter as needed

Knowledges, Abilities, & Skills

- Demonstrated experience with a variety of materials
- Ability to use power tools and costume construction equipment
- Knowledge of respirator and basic safety procedures
- Ability with mold making techniques
- Basic knowledge of painting and dyeing
- Good interpersonal and communication skills
- Good organizational skills

Minimum Qualifications

- High School diploma
- Undergraduate level education or equivalent professional experience preferred but not required

Dyer/Painter

The craftsperson responsible for the dying, painting, and distressing of all costumes.

Responsibilities

- Dye fabrics before being cut as needed
- Dye, paint, and distress costumes after completed as designed by the costume designer
- Wash fabric as necessary for production
- Work with Cutter/Draper and Tailor to create dye/paint timetable that is as efficient as possible
- Maintain dye room and supplies
- Manage personal safety and follow safety protocol
- Perform other duties as assigned by the Costume Shop Manager

Working Relationships

Works directly with Costume Designer, Cutter/Draper, Tailor, and Costume Shop Manager, and may supervise Costume Craftspeople as necessary

Knowledges, Abilities, & Skills

- Theatrical dye and paint experience
- Ability to work with variety of dyes, paints, and other materials
- Demonstrated ability to use dye vats, air brushes, and other specialized equipment
- Experience in painting and distressing techniques
- Knowledge of respirator use and safety procedures
- Excellent color sense
- Ability to stand for long periods of time
- Able to lift and carry heavy fabrics and materials
- Good interpersonal and communication skills
- Good organizational skills

Minimum Qualifications

- High School Diploma
- Undergraduate degree or equivalent professional experience

Wardrobe Head/Supervisor

The run crew member who manages the run crew and is responsible for the care of the costumes during the dress rehearsals and run of the show.

Responsibilities

- Organize and supervise quick changes during dress rehearsals and performances
- Supervise dressers and wig/makeup crew
- Responsible for laundering, cleaning, and repairing costumes during run of production
- Assume complete responsibility for all costumes after opening night
- Read script
- Review costume plot, dresser sheets, and check-in/check-out sheets as presented by the Assistant Costume Designer
- Attend rehearsals and run-throughs as necessary
- Supervise costume strike
- Perform other duties as assigned by the Wardrobe Head

Working Relationships

Work directly with the Costume Shop Manager and Assistant Costume Designer. Supervise Wardrobe Crew and Wig/Makeup Crew during run.

Knowledges, Abilities, & Skills

- Experience in costume construction and maintenance
- Knowledge of laundering and fabric cleaning techniques and supplies
- Excellent interpersonal and communication skills
- Excellent organizational skills
- Demonstrated managerial skills
- Ability to work as a team player
- Ability to keep calm under pressure

Minimum Qualifications

- High School Diploma
- Prior experience in backstage costume work
- Undergraduate level education or equivalent professional experience

Wardrobe Crew/Dresser

The members of the run crew responsible for the upkeep of costumes and changes during a performance.

Responsibilities

- Assist performers in dressing
- Facilitate quick changes
- Check in and check out costume pieces before and after the show
- Maintained assigned dressing rooms
- Advise Wardrobe Head in matters of rigging and actor comfort as needed
- Maintain a calm professional demeanor for performers in your care
- Perform costume repairs and maintenance as needed
- Complete other tasks as assigned by the Wardrobe Head

Working Relationships

Works directly with actors and is supervised by the Wardrobe Head

Knowledges, Abilities, & Skills

- Basic sewing skills
- Ability to stand for long periods of time
- Ability to remain calm under pressure
- Good interpersonal and communication skills
- Excellent organizational skills
- Ability to work as a team player

Minimum Qualifications

- High School Diploma
- Undergraduate level education or equivalent preferred but not required
- Prior backstage experience a plus

Wig Master/Makeup Designer

The artisan who creates and styles wigs and hairpieces, and designs the makeup, to the costume designer's specification.

Responsibilities

- Pull, purchase, or alter all wigs and hairpieces as designed by the Costume Designer
- Facilitate or perform haircuts as necessary
- Read and analyze script
- Design makeup for each character based off of the analysis
- Create full color makeup renderings based off of photographs of actors' faces and Costume Designer's renderings
- Create makeup application plan to guide actor during run of the show
- Instruct actors and make up crew in proper application of make up
- Supervise application of makeup during dress rehearsal
- Supervise and train wig crew during dress rehearsal
- Create hair maintenance schedule for wig crew
- Facilitate or perform specialty hair treatments as necessary
- Perform other duties as assigned by the Costume Designer

Working Relationships

Works directly with the Costume Designer, and trains and supervise Wig/Makeup Crew

Knowledges, Abilities, & Skills

- Working knowledge of makeup application techniques
- Script analysis skills
- Working knowledge of makeup and related materials
- Good interpersonal communication skills
- Working knowledge of safety protocols and concerns
- Basic drawing and rendering techniques
- Good time management and planning skills
- Demonstrate experience in ventilating human hair
- Ability to cut & style a variety of hair types
- Good organizational skills
- Knowledge of wig maintenance and styling techniques
- Knowledge of prosthetic makeup, including hair pieces

Wig Master/Makeup Designer Continued

Minimum Qualifications

- High school diploma
- Undergraduate degree, equivalent professional experience, or cosmetology license

Wig/Makeup Crew

Run crew members who are responsible for the usage and upkeep of hair and makeup in each performance.

Responsibilities

- Dress performers in hair pieces during dress rehearsals and performances
- Perform quick changes that require hair or makeup modification
- Clean and maintain wigs as instructed by the Wig Master
- Apply specialty makeup as necessary
- Maintain wig room and supplies in an orderly manner
- Perform other duties as assigned by the Wig Master and Makeup Designer

Working Relationships

Works directly under the Makeup Designer and Wig Master, and works in tandem with Wardrobe Head and Crew

Knowledges, Abilities, & Skills

- Good time management skills
- Basic knowledge of wig styling and maintenance techniques
- Prior backstage experience
- Demonstrated experience in makeup application
- Ability to stand for long periods of time
- Good interpersonal and communication skills
- Good organizational skills

Minimum Qualifications

- High School Diploma
- Undergraduate level education preferred, but not required

Assistant Costume Designer

The person who acts as the costume designers assistant, aiding with swatching, shopping, fittings, and any other needs.

Responsibilities

- Assist designer with research, swatching, and shopping
- Attend fittings, write notes, and assist as needed
- Attend production meetings and dress rehearsals as needed
- Read script and create costume breakdown and plot
- Create buy/pull/build list based off of Costume Designer's sketches
- Assist with pull, and pull underclothing and garments as instructed
- Create dressing lists and check-in/check-out sheets as required by Wardrobe Head
- Pull rehearsal costumes as needed
- Supervise correct labeling of all items
- Collate and distribute fitting and rehearsal notes from Costume Designer
- Perform other duties as assigned by Costume Designer
- Attend rehearsals as necessary

Working Relationships

Is directly supervised by the Costume Designer, and works with the Wardrobe Head and Costume Shop Manager to organize the shop

Knowledges, Abilities, & Skills

- Excellent organizational skill
- Good knowledge of stitching and crafting techniques
- Demonstrated costume design experience at an educational or professional level
- Good computer skills
- Excellent interpersonal communication skills

Minimum Qualifications

- Highschool diploma
- Undergraduate degree or equivalent professional experience
- Graduate level education preferred, but not required

Milliner

The specialized crafts person who constructs and embellishes hats and headwear as designed by the Costume Designer.

Responsibilities

- Fabricate patterns as necessary
- Create new headgear and alter pre-existing headgear
- Fit hat and headgear on actors
- Perform other tasks as assigned by the Costume Designer

Working Relationships

Works directly with the Costume Designer to implement their designs.

Knowledges, Abilities, & Skills

- Working knowledge of millinery techniques & materials, including blocking, stretching and sizing
- Excellent time management skills
- Basic stitching and crafting techniques, including beading
- Good interpersonal communication skills
- Knowledge of good respirator use and safety procedures
- Good organizational skills
- Experience in sculpting and draping

Minimum Qualifications

- High School Diploma
- Undergraduate degree or equivalent professional experience

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The Midwestern Repertory Theater is now hiring costume production staff for their inaugural 2016-2017 season. Positions include: cutter/drapers, tailor, first hands, stitchers, costumes craftspeople, milliners, dyer/painter, wig master/makeup designer, wig/makeup crew, wardrobe head, and dressers. Our season consists of 6 full-scale mainstage productions, and positions begin mid-August and continue through late February to early March. Competitive wages and salaries for all positions, and housing is easily available at a reduced cost. Please visit our website at www.midwestrep.com for more information. All interested parties should send a cover letter, resume, and 2 - 3 references to mjhall@midwestrep.com. Those providing samples of their work will be prioritized.

