

Actors Theatre of Louisville
COSTUME DESIGN ASSISTANT (SEASONAL)
Posted: 05/2019

Position: Costume Design Assistant (Seasonal)
Reports To: Costume Director
Department: Costumes
FLSA: Non-Exempt
Start Date: Tuesday, July 30, 2019
End Date: Sunday, May 3, 2020

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the State Theatre of Kentucky and home of the Humana Festival of New American Plays, seeks qualified and passionate applicants for the position of Costume Design Assistant (Seasonal).

Actors Theatre seeks to create a truly brave space where diverse identities, ideas, cultures, and opinions are cultivated. Our core values are Equity, Diversity and Inclusion, Brave Curiosity, Listening and Sharing and Adaptability. Because of its conviction that the diversity of a community is its defining strength, Actors Theatre is committed to Equity, Diversity, and Inclusion in all areas of its work, including its community engagement efforts, productions, casting, education programs, recruitment of staff, students, apprentices, and volunteers, and the composition of the Board of Directors. We strongly encourage applications from women, persons of color, LGBTQ individuals, and others who demonstrate a commitment to equity and social justice.

Actors Theatre's mission is to unlock human potential, build community and enrich quality of life by engaging people in theater that reflects the wonder and complexity of our time. Actors' vision is to be a leading arts organization locally and nationally, serving as a catalyst for creativity, innovation, inspiration and education in our community and field.

Costume Department Mission:

The Costume Department is composed of workroom staff, design assistants, a wardrobe team, wig artists, and a seasonal costume apprentice; we embrace this organization's core values and strive to realize the design possibilities set out by this our ambitious production calendar.

Every member of this department is recognized as a valuable team member that helps achieve a costume designer's specific vision. Emphasizing clear communication, teamwork, and specific expectations, the Costume Department is able to approach a wide-variety of theatrical challenges and deliver quality work.

The Costume Department is also committed to working towards the creation of a respectful environment wherein any person feels they can freely, safely, and wholly contribute their work, their artistry, and themselves as theatre artists.

Summary of Position:

Working under the supervision of the Costume Director, the Costume Design Assistant will work with guest Costume Designers to facilitate the design process for assigned productions at Actors Theatre of Louisville. The Costume Design Assistant will also have the opportunity to coordinate and/or design costumes for select Professional Training Company productions, as assigned by the Costume Director.

This position is well suited for an early career theater artist- with a proven interest in costume design- who wants to build skills and deepen their understanding of the costuming process.

The essential functions include, but are not limited to the following:

Essential Functions:

Pre-Production:

- Procure performer measurements prior to first rehearsal.
- Pull from stock or purchase necessary garments needed to complete each production; return any unused garments within a timely manner.
- Provide requested materials, fabrics, and supplies for the costume workroom, crafts, wardrobe, and/or hair and makeup teams needed to complete projects.
- Create and maintain costume plots and breakdowns used for wardrobe, inventory, and archival purposes.
- Assist in creating swatch sheets for built costumes.
- Provide Stage Management with rehearsal costumes as requested.
- Monitor daily rehearsal and performance reports and attend to any costume specific requests; communicate necessary notes to costume construction staff and Costume Designer.

Costume Fittings:

- Assist in conducting fittings to ensure costumes are properly fit and styled to the specifications of the Costume Designer.
- Notate design and fitting notes for the Designer.
- Photograph each costume fitting for reference and dressing purposes.
- Ensure the fitting room is properly stocked with supplies and prepared for each scheduled fitting; inform the Costume Director of any supplies that need to be ordered or purchased.

Tech Rehearsals:

- Provide the Wardrobe Manager with initial costume paperwork to enable a successful performance run.
- Attend technical rehearsals when costumes are being worn or utilized, as scheduled by the Costume Director.
- Communicate any costume notes to appropriate costume department staff.

Design:

- Design or coordinate specific Professional Training Company productions as assigned by the Costume Director.
- Pull or purchase costumes and work with assigned costume staff to fit and alter clothing as needed.
- Create costume plots and breakdowns used for wardrobe, inventory and archival purposes.

Other:

- Work within budgetary parameters.
- Accurately record all expenses according to established Actors Theatre practices; submit receipts and invoices to the Costume Director on schedule, for approval.
- Ensure that measurements, fitting photos, costume plots, and costume breakdowns are appropriately labeled and stored (electronically and otherwise).
- Document assigned productions according to Actors Theatre of Louisville standards for archival purposes.
- Attend Production Meetings and Wrap-Up meetings for assigned productions.
- Attend weekly costume department meetings, draper meetings, or other meetings as requested.
- Provide costume support to other company departments as needed.
- Carry out other duties and responsibilities that may be assigned by the Costume Director, or Production Management.

Knowledge, Skills and Abilities:

- Costume design experience at an early career level with a desire to build and develop skills that are helpful to succeed in costuming work.
- Experience with basic theatrical costuming techniques and workroom equipment.
- Proven knowledge of Microsoft Office (Word, Excel, Outlook, Powerpoint), Internet navigation, and online purchasing.
- Prior experience with record-keeping.
- Above excellent organizational, interpersonal, and communication skills.
- Ability to support a team-focused environment and organization, while being highly motivated and a proactive self-starter.
- Ability to excel both independently and as a team member to achieve assigned tasks, sometimes with limited supervision.

- Ability to collaborate with a variety of people, while maintaining a professional demeanor.
- Ability to succeed in a sometimes fast-paced environment.
- Ability to adapt and remain flexible.
- Ability to balance the needs of multiple projects, sometimes at once.
- Ability to lift and carry up to 30 pounds either independently or with assistance.
- Ability to climb ladders and stairs.
- Ability to walk, squat, crouch, kneel, and sit.

Minimum Qualifications:

- Prior costume design experience in a theatre setting.
- Must maintain a valid driver's license.
- Must have personal mode of transportation.
- Must successfully pass a background screening.
- Ability to work a flexible schedule that will include overtime, mornings, afternoons, and/or evenings from Tuesday through Sunday.

Preferred Qualifications:

- Associate degree in theatre or related field, or comparable training or experience in costume design, costume production, or other related field.

Compensation:

Compensation for this position is \$460 per week. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off, and a 403(b) retirement plan.

To Apply:

Applicants for this position should email cover letter, resume, three (3) professional references, and visual documentation of previous costume work to:

Mike Floyd, Costume Director
MFloyd@actorstheatre.org

cc: Marie Tull, Human Resources Manager
MTull@actorstheatre.org

No phone calls please.



Robert Barry Fleming, Artistic Director

Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.