COSTUME DIRECTOR

POSITION DESCRIPTION
The Costume Director is a key member of the Company’s production team and facilitates all costume and wig/makeup aspects of the Pittsburgh Opera season and special events. The Costume Director oversees day-to-day shop activities, personnel, equipment, and supplies, along with maintaining costume storage areas, costume rental inventory, production records, and costume department paperwork. The Costume Director participates in both new production builds from the design phase through completion and works to ensure a high artistic standard for all rented costume packages. The Costume Director reports to the Director of Production, and communicates all budgetary, operational, and human resource requests.

POSITION RESPONSIBILITIES
• Oversees construction and alteration of all costumes, including builds and rentals
• Hire and supervise all union costume and wardrobe staff
• Schedule and attend all fittings to maintain consistency and industry standards
• Attend all dress rehearsals and performances
• Design and render costumes when called upon to do so – either as a member of the production design team or fill in gaps in rental packages.
• Conduct all departmental purchasing: notions, materials, equipment, etc. and track spending
• Manages all incoming and outgoing costume rentals
• Prepare and approve payroll reports according to CBA
• Enforces Pittsburgh Opera policies, procedures, and work rules
• Oversees the maintenance of shop equipment and costume stock
• Works with the Director of Production to prepare budgets and forecasts for all costume and wardrobe aspects of productions, including labor and materials
• Communicates with Production Stage Manager and Associate Director of Production regarding fittings, rehearsal needs, and performer requests
• Attends regular Company, Production, Artistic Staff, and IDEA Committee meetings
• When appropriate, works directly with costume designers and stage directors to balance budget necessities and design integrity
• Creates documentation for each production with financial, artistic, and technical information
• Maintains a positive and communicative atmosphere in the workroom and with management and mediates any conflicts among personnel

QUALIFICATIONS
• 3-5 years experience managing a costume shop of at least 4 union employees
• 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 workroom’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.

**Salary and Benefits**
The position is full-time exempt. Salary range is $44,000-$49,000, based on experience and demonstrated skills.
Benefits include medical, and vision; paid vacation and holidays.

**To apply**
Please send a cover letter and resume via email to Steven Grair.

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