



Founded in 1977, Childsplay's mission is "To ignite imagination, wonder, and joy in young people through transformational learning and theatre making."

Costume Shop Manager

Overview

Childsplay, an internationally acclaimed ensemble-based professional theatre for young audiences located in Tempe, Arizona (Greater Phoenix) seeks a proactive, creative individual to lead our Costume Department.

Reports to: Production Manager

Hours: Full-time non-exempt position

Compensation: \$900/week + benefits, PTO, and training opportunities. Relocation assistance is possible.

Job Summary and Responsibilities:

- The Costume Shop Manager (CSM) is responsible for the costuming aspects of productions created by Childsplay and performed in venues across the Greater Phoenix area (i.e. - Herberger Theater Center) and for local and national touring productions in the season.
- Work within the established policies and procedures of the organization, with the assistance of over-hire labor and with oversight from the Production Manager.
- Costume builds for each production per season.
- Assist other designers as needed.
- Establish and implement a weekly schedule to maintain the costume shop area and equipment.
- Provide general support for the overall production quality of each show.
- Attend weekly staff meetings.
- Manage departmental budgets, expense tracking, and payroll for costume department.

The ideal candidate will possess*:

- At least 1-2 years of experience in design/construction of theatre costumes.
- Experience building costumes for touring shows preferred.
- Experience in draping and construction techniques.
- Ability to effectively delegate and lead a team that includes the stitchers, and any over-hire labor, as well as crews for load in and strike of each production.
- Adhere and manage a per-production budget.
- Ability to recruit, train, and retain over-hire labor.
- Strong organizational skills
- Ability to adhere to schedules and meet all production deadlines.
- Ability to lift at least 50lbs occasionally and climb ladders.
- Must have a valid driver's license.

*Portfolio and practical examples of stitching/draping work will factor into consideration for this position.

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Office 480-921-5703
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childsplayaz.org



You'll be a great fit if:

- You have a passion and enthusiasm for theatre, arts, and arts education.
- You are a critical thinker with an ability to problem solve.
- You thrive in collaborative environments.
- You are comfortable with managing multiple projects simultaneously.
- You maintain composure under pressure.
- You are self-directed and eager to learn and grow.
- You are enthusiastic about being part of a learning organization.

This is a full-time exempt position. The salary range is \$48,000 - \$52,000 + DOE and is consistent with salaries of a mid-sized arts organization with a \$3+ million annual budget and includes a benefits package. The company offers multiple ongoing meaningful opportunities for professional development and learning for all employees.

Childsplay values equity, diversity, and inclusion (EDI) throughout our organization, programs, and audiences. We are committed to giving underrepresented artists a safe space to create art and community.

By welcoming people with differences in religion, ethnicity, sexual orientation, class, gender identity, ability, and age we are better able to celebrate that which brings humankind together: Imagination and Wonder.

To apply, please email nhutchinson@childsplayaz.org with your resume and cover letter.

Accepting applications through May 4th. Position will begin no later than June 1st. Please submit applications prior to May 4th, 2024, to be considered for the position.

For more information about our company please visit www.childsplayaz.org

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