



Position Announcement/Description

Midland Center for the Arts

Midland, MI

Position Title: Costume Shop Coordinator
Supervisor: Managing Director of Center Stage Theatre & Theatre Education
Classification: Part Time Casual (up to 19 Hours)
Salary: \$15.00 per hour
Last Updated: September 28, 2026

Position Concept:

The Costume Shop Coordinator oversees the organization, maintenance, and day-to-day operations of the costume shop and costume stock for Center Stage Theatre & Youth Theatre programs. This position provides hands-on costume support for productions, coordinates with Costume Designers and Wardrobe Supervisors, works with recruiting and volunteers to support costume needs through volunteer engagement for the production process. The Coordinator may also design productions when discussed and approved with the Managing Director and Director.

Duties and Responsibilities:

The duties of this position Include, but are not Limited to:

1. Costume Shop Operations & Inventory

- Maintain a clean, safe, organized, and functional costume shop and costume stock.
- Maintain organizational systems for costumes, fabrics, notions, accessories, equipment, and storage areas.
- Maintain costume stock by returning, restocking, laundering, and coordinating dry cleaning of costumes and costume materials as needed.
- Monitor the condition of costume stock and communicate repair, replacement, supply, and equipment needs to the Managing Director.
- Maintain organized dressing rooms, laundry areas, and costume workspaces.
- Other duties as assigned

2. Wardrobe & Production Support

- Provide costume shop support to Wardrobe Supervisors and volunteers as needed.

3. Volunteers

- Assist the Administrative Assistant and Managing Director to coordinate costume shop volunteer needs and schedules.
- Assist and support volunteers working in the costume shop, providing direction and assigning appropriate tasks as needed.
- Foster a welcoming and collaborative environment for volunteers.

4. Costume Rentals & Donations

- Assist costume rentals- maintain accurate records of rental items and returns.
- Assist Managing Director with costume inventory on costume stock.

Qualifications:

- Working knowledge of theatre production
- Knowledge of textiles and costume construction process
- Sewing, patterning, draping, alterations, and tailoring skills preferred
- Excellent communication skills
- Ability to work weekends and evenings

Education and Experience Requirements:

- High School Diploma or GED required
- Experience working in a Costume Shop
- Working knowledge and experience in theatrical costume design and coordination

Schedule and Working Conditions

- The position may require occasional evenings and weekends during productions, fittings, costume parades, technical rehearsals, dress rehearsals, strikes, or other scheduled activities.
- The position requires standing for extended periods, moving costume stock and supplies, and performing hands-on sewing, cleaning, organizing, and maintenance tasks.
- The position may involve occasional lifting, carrying, bending, reaching, and movement through backstage and production spaces.

Application Information:

Email Cover Letter and Resume to Apply:

Human Resources or Hiring Manager, Megan Krause

Email:

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