



## Position Announcement/Description

### **Midland Center for the Arts Midland, MI**

**Position Title:** Costume Shop Coordinator

**Supervisor:** Manager Of Produced Theatre & Theatre Education

**Classification:** Full Time, Hourly

**Last Updated:** January 24, 2024

**Compensation:** \$15 an hour

**Preferred Start Date:** March 1, 2024

**Temporary Position:** Currently ends 08/31/2024 with possibility to become a regular non-temporary role

#### **About Midland Center for the Arts**

The Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class entertainment and programming begins with sharing the stories and experiences that look like the world. At Midland Center for the Arts, we strive to create a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms while pursuing our mission as the cultural destination for the Great Lakes Bay Region. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

#### **Position Concept:**

The role of the Costume Shop Coordinator is to be responsible for overseeing the costume shop for produced theatre and theatre education programs at Midland Center For The Arts, as well as lead educational classes and workshops. Reporting to the Manager Of Produced Theatre And Theatre Education, and in collaboration with the Arts Education Coordinator, the Costume Shop Coordinator will manage the costume shop and costume stock, supervise the costume design and construction for theatre productions, and mentor and coordinate costume shop volunteers. The Costume Shop Coordinator will also teach costume construction, sewing, and other related classes and workshops, oversee costume rentals, and provide costume support for other Center programs as needed.

#### **Duties and Responsibilities:**

1. Oversee the daily operations of the Costume Shop and Costume Stock
  - a. Ensure design, supply, and labor needs are communicated with appropriate teams
  - b. Communicate and coordinate with Costume Designers regarding scheduling, deadlines, and timing of costume construction and coordination
  - c. Oversee and support costume fittings, pulling, constructing, renting, purchasing, laundering, and restocking
  - d. Coordinate with costume shop volunteers to help assist with production and shop needs
2. Lead hands-on educational costume and sewing programs, such as classes and workshops.
  - a. Develop curriculum for classes and workshops
  - b. Lead youth and adult classes, such as: sewing, costume design, costume construction, costume drawing/rendering, fabric dying, embroidering, etc.

- c. Collaborate with fiber arts instructors on curriculum development and class collaborations
3. Facilitate a healthy and productive environment
  - a. Clearly communicate with costume designers, wardrobe supervisors, costume crew members, and volunteers
  - b. Support, mentor, and advise volunteers
  - c. Attend all production meetings for Center Stage Theatre and Youth Theatre productions
4. Coordinate costume needs for theatre productions
  - a. Facilitate costume design conversations, schedules, and deliverables
  - b. Attend all production meetings (in person or virtual)
  - c. Be onsite for Costume Parades, Designer Runs, and Dress Rehearsals as needed
  - d. Communicate with costume designers, wardrobe crew members, and costume volunteers to ensure that wardrobe/costume strike, laundering, and restocking is handled appropriately
5. Supervise all costume cataloging, costume rentals, and costume donations
6. Manage costume upkeep, including repairs, laundering, dry-cleaning, and organizing
7. Display professionalism and a positive attitude in all dealings with the public
8. Attend all Center required trainings and meetings including but not limited to IT trainings, HR trainings, and DEIA trainings
9. Uphold Midland Center's mission by engaging theatre practitioners creatively as artists and creators to find meaning and connection through the lens of theatre.
10. Other duties as assigned

**Qualifications:**

- Working knowledge of all aspects of theatre production
- Knowledge of textiles, costume design, and costume construction process
- Excellent sewing skills
- Proficient in patterning, draping, alterations, fabric dyeing, and tailoring
- Excellent communication skills
- Ability to work quickly and productively under time constraints and meet deadlines
- Facility to mentor, advise, and instruct designers and volunteers of differing experiences and abilities
- Experience teaching hands-on classes and workshops, and creating and implementing curriculum and syllabi
- Commitment to diversity, equity, inclusion, and access, and a desire to work with people across many lines of difference.
- 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, coordination, and education