

Actors Theatre of Louisville
Posted February 2018
COSTUME DESIGN ASSISTANT

Position: Costume Design Assistant
Reports To: Costume Director
Department: Costumes
FLSA: Non-Exempt
Start Date: 7/23/18 (Tentative)
End Date: 4/28/19

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the Tony-Award winning State Theatre of Kentucky, seeks passionate early career applicants for one (1) Costume Design Assistant position.

Under the leadership of Artistic Director Les Waters and Managing Director Kevin E. Moore, Actors Theatre serves to unlock human potential, build community and enrich quality of life by engaging people in theatre that reflects the wonder and complexity of our time.

Actors Theatre presents almost 350 performances annually across three theatres and delivers a broad range of programming impacting local and national audiences with a particular focus on new play development influencing the field of American theatre. Programs include classical repertory and contemporary work through the Brown-Forman Series, holiday favorites cherished as annual traditions, the Humana Festival of New American Plays influencing the canon of American theatre, an Education program where students see and make plays, and a theatre training program, the Professional Training Company.

Actors Theatre seeks to create brave space where it is safe to be who you are, and where diverse identities, ideas, cultures and opinions are cultivated because we believe the diversity of our community is a defining strength. We are committed to diversity in all areas of our work, including the plays we produce, casting, marketing and community engagement efforts, education programs, recruitment of staff and volunteers, and the composition of the Board of Directors. People of color and members of underrepresented communities are invited and encouraged to apply.

Costume Department Mission:

Actors Theatre of Louisville promotes four core values as a part of its artistic mission: Creativity, Collaboration, Engagement, and Excellence. The Costume Department embraces those ideas, and strives to realize the design possibilities set out by our ambitious production calendar.

The Costume Department works towards the creation of a respectful environment wherein every artist- the work room staff, the wardrobe team, the hair and makeup artists, our Guest Designers and Actors- feels they can freely, safely, and wholly contribute their work, their artistry, and themselves as people.

Every member of this department is recognized as a valuable component in this organization.

Summary of Position:

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

This is position will give an early career theater artist- with a proven interest in costume design- the opportunity to deepen their understanding of the costuming process, by working within a major regional theatre costume department and alongside costume design professionals.

Essential Functions:

Pre-Production:

- Assist in the planning and collection of information for future productions.
- Research archival production information for remounted shows.
- Procure performer measurements prior to first rehearsal, when possible.
- Pull from stock or purchase costume pieces needed to complete each production as assigned by the Costume Designer; return any unused costumes within a timely manner.
- Shop for, or provide, requested materials, fabrics, and supplies for the costume workroom, crafts, wardrobe, and/or hair and makeup teams needed to complete projects.
- Assist in monitoring costume construction and alteration to ensure that work is being completed according to the designer's specifications.
- 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.
- Ensure every performer is reasonably comfortable in the costume and communicate any necessary costume information.
- 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.

Dress 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.
- Assist in communicating costume notes to the shop for completion.

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 established budgetary parameters.
- Accurately record all expenses for assigned productions 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 breakdowns are appropriately labeled and stored (electronically and otherwise).
- Document assigned productions according to Actors Theatre 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 assigned.
- Carry out other duties and responsibilities that may be assigned by the Costume Director, or Production Management.

Knowledge, Skills and Abilities:

- Demonstrated costume design experience at the educational or at an early career level.
- Knowledge of and experience with basic theatrical costuming techniques and workroom equipment.
- Knowledge of Microsoft Office (Word, Excel and Outlook), Internet navigation and purchasing.
- Budgeting, accounting and record-keeping skills.
- Above excellent organizational, interpersonal, and communication skills.
- Must be a highly motivated, proactive self-starter, with the ability to support a team-focused environment and organization.
- Ability to excel both independently and as a team member to achieve assigned tasks, sometimes with limited supervision.
- Ability to succeed in a sometimes very fast-paced environment.
- Ability to collaborate with a variety of artists in sometimes high-pressure situations, while maintaining a professional demeanor.
- 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 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 in costume design and/or production or related field.
- Visual documentation of previous costume design and construction work, in the form of an online portfolio.

Compensation:

Compensation will be competitive with similar positions throughout the region. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off, a 403(b) retirement plan.



Les Waters, Artistic Director
Kevin E. Moore, Managing Director

To Apply:

Applicants interested in applying for this position must email cover letter, resume and three (3) professional references to:

Mike Floyd, Costume Director
MFloyd@actorstheatre.org

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

No phone calls please.

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.