About the Opportunity

Ensemble Theatre Cincinnati (ETC) seeks a skilled, resourceful, and experienced technical artist to join our production team as Costume Shop Manager. Collaborating with guest designers, directors, and other production staff, the Costume Shop Manager ensures costume designs are fully executed. This work plays an essential role in creating and maintaining strong, positive, and welcoming relationships with guest designers and actors, wardrobe crew, and apprentices as we develop and present high quality contemporary theatre. Occasional design opportunities with additional compensation may also be possible.

Reporting to the Producing Artistic Director & CEO and Managing Director, the ideal candidate will possess both a breadth and depth of experience in costuming techniques, technology, and construction, as well as skills in budget tracking and projection and knowledge of safety standards and practices.

This is a full-time, salaried, exempt position with a starting range of $38,000 – $43,000 annually. The base schedule offers flexibility based on projects in progress, with evening and weekend work required in alignment with production and event schedules. Direct reports to this position include the Wardrobe Supervisor, wardrobe crew, and occasional costume over-hire labor. ETC requires all employees to be fully vaccinated against COVID-19 as defined by the Centers for Disease Control and Prevention (CDC).

About ETC

Noted for its intimacy and celebrated for its dedication to producing socially conscious and thought-provoking world and regional premieres, Ensemble Theatre calls Cincinnati’s historic Over-the-Rhine neighborhood home, and has been a steadfast anchor of the community through both hard times and good. ETC maintains an unwavering belief in the transformative power of the arts to create vibrant, sustainable communities. Each year, we attract a diverse audience of 30,000+ to more than 220 performances and events.

At the heart of our vision of a thriving urban arts community accessible to everyone is ETC’s longstanding and explicit commitment to the ongoing pursuit of diversity, equity, inclusion, and access to the arts through productions, education programs, and engagement activities that reflect the people, cultures, and lived experiences of our community.

We respectfully acknowledge ETC’s location on the unceded land of the Myaamia (Miami), Shawandasse Tula (Shawanwaki/Shawnee), and Wazhazhe Ma’zha” (Osage) peoples, and likewise recognize the people who were stolen from their native lands and enslaved, and whose centuries of unpaid labor this nation and its economy were built upon through systems of injustice, inequity, and oppression which still exist today.

ETC encourages applications from qualified individuals with intersectional perspectives and life experiences, especially those underrepresented in the theatre field. ETC is an Equal Opportunity Employer and does not discriminate based on age, race, color, gender, gender expression, gender identity, genetic information, marital status, military status, physical or mental disability, political affiliation, pregnancy, religion, or sexual orientation.
Position Overview

The Costume Shop Manager is an essential member of the production team, leading the costume department and ensuring the consistent and high-quality execution of designs on time and within budget, maintaining and managing the use of all costume stock, materials, and equipment, and fulfilling the detailed responsibilities described below. While the base schedule of this position fits within the frame of 9am-5pm Monday through Friday, it flexes to accommodate production and build schedules, rehearsal schedules, and event attendance as needed. The Costume Shop Manager works primarily on Premiere Series productions, with occasional opportunities to participate in creative processes related to the Studio Series, Apprentice production, Summer Camp and other education programming, and other projects as they arise.

Responsibilities

Production – 75%
- Prepare projections of required time, materials, equipment, and cost per production
- Review and respond to daily rehearsal and performance reports in a timely manner
- Serve as facilitator for and liaison to guest costume, wig/hair, and makeup designers before and during their time onsite, assisting with all fittings and attending all technical rehearsals
- Source all costume pieces and accessories (purchased, pulled, or built) and ensure unused pieces are returned in a timely manner
- Drape, pattern, stitch, and make alterations as needed, hiring and supervising additional skilled labor when appropriate and within budget
- Research and learn about patterns, techniques, and materials as appropriate
- With the Wardrobe Supervisor, coordinate weekly dry cleaning drop-off and pickup
- Assist with costume needs for special events beyond the mainstage season as needed

Administration – 25%
- Participate in creation of projected season budget and build schedule in cooperation with other members of the production team
- Maintain inventory of consumables for the costume shop, replenishing as needed and ensuring safe storage of any hazardous materials
- Execute or schedule minor equipment maintenance and repair with external vendors when needed
- Anticipate and make recommendations for major equipment replacements
- Organize and maintain costume stock and storage needs
- Maintain a safe, clean shop environment anywhere costume work takes place, including but not limited to the costume shop, mainstage, and backstage areas, adhering to and enforcing compliance with OSHA safety standards and ETC policies
- Track all general and production-specific expenses for the costume department, reconciling on a regular basis

In addition, ETC expects every employee to: adhere to all ETC policies and procedures; work in a safe manner; maintain a positive and respectful attitude; communicate updates and concerns regularly to supervisor; demonstrate efficient time management and prioritize workload; demonstrate regular and consistent attendance and punctuality; meet expected productivity standards; participate in ETC events as needed or required; recognize historical and institutional racism in the American theatre and be
Ensemble Theatre Cincinnati

Costume Shop Manager (Full Time)

committed the mission, vision, values, and efforts of ETC in the areas of Diversity, Equity, Inclusion, and Access, both in the workplace and in our community; and complete other duties as assigned.

Qualifications, Experience, and Work Environment

Essential Skills & Attributes

- Demonstrated commitment to ETC’s mission
- 3 or more years of experience working in a costume shop
- Demonstrated knowledge of contemporary costuming techniques
- General knowledge of wig/hair and makeup design and execution
- Demonstrated ability to supervise costume coordination and construction
- Analytical skills, particularly of written material such as scripts
- Project leadership and management skills
- Ability to work cooperatively as part of a team, as well as independently
- Strong problem-solving skills and ability to remain calm in demanding situations
- Availability to work evenings and weekends as needed
- Passion for cultivating a diverse, equitable, inclusive, and accessible work environment in support of ETC’s DEIA plan and goals and in accordance with its mission
- Desire to work cooperatively and independently in a fast-paced, collaborative environment
- Strong verbal and written communication skills
- Reliable means of transportation to and from work in a timely manner; ideally, access to a vehicle for shopping and other errands

Preferred Skills and Qualifications

- Undergraduate degree in technical theatre or equivalent combination of education and work experience in a related arts discipline
- Supervisory experience in a costume shop or other theatre arts environment
- Costume, wig/hair, and/or makeup design experience
- Knowledge of Actors’ Equity Association rules and protocols

Work Environment & Physical Requirements

- Spends approximately 90% of time in climate-controlled costume shop and theatre environment and approximately 10% on shopping, errands, and other offsite tasks
- Digital dexterity and hand-eye coordination in operation of standard office as well as shop-specific equipment (computers, phones, printers, sewing and laundry machines, etc.)
- Work requires: frequent standing, walking, stair climbing, and lifting and carrying clothes (up to 30 pounds); occasional reaching, stooping, crouching, or kneeling
- Occasional travel may be required
- Physical demands and safe working expectations are representative of those an employee must meet to successfully perform the job, with or without accommodation

Compensation & Benefits

- Wages starting in the range of $38,000 - $43,000 annually (paid on a biweekly schedule)
- Paid time off: 5 vacation days accrued biweekly which increase incrementally with years of service; 3 personal days, 6 sick days, and up to 5 days of bereavement leave annually
- Paid holidays: 15 days per year (New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Earth Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples Day,
Election Day, Veterans Day, Thanksgiving Day and the following Friday, Christmas Eve, and Christmas Day); exact dates of observation are subject to production schedules

- Parental Leave
- Jury Duty: ETC will pay the difference between an employee’s juror stipend and their regular rate of pay for up to 14 days of jury duty served
- Employer-subsidized medical, vision, and dental insurance, with FSA and HSA options
- Employer-paid Life and Accidental Death & Dismemberment Insurance
- Optional Life Insurance and tax-deferred Qualified Transportation Account
- Mileage reimbursement (paid monthly, restrictions apply)
- Complimentary and discounted tickets to all ETC productions
- Discounted opportunities for employees and their dependents to participate in fee-based education programs like summer camp

**Application Process**

- Qualified candidates should email a cover letter, resume, and references (PDF preferred) to: Josh Neumeyer, Managing Director (JNeumeyer@EnsembleCincinnati.org).
- Up to 3 optional work samples may be submitted as email attachments or links to online portfolios/profiles, including content such as past projects, designs, reviews, etc.
- Review of applications and interviews will begin immediately, with priority given to those received by July 28, 2023. Ideal start date is August 14, 2023.
- If a candidate has questions about this position or requires accommodations to submit an application, please contact Josh Neumeyer by phone (513-421-3555 x2103) or email (JNeumeyer@EnsembleCincinnati.org).

*While this description is intended to be an accurate reflection of the current position, responsibilities, duties, requirements, and expectations may be amended or revised at the discretion of Ensemble Theatre Cincinnati as business needs and work environments change.*