

The Arkansas Repertory Theatre seeks a **Costume Shop Manager** to join its team in creating the next chapter for professional theatre in Central Arkansas. The Costume Shop Manager will report to the Costume Supervisor, work closely with other departments, and supervise overhire staff as needed.

Salary: \$38,000

Duties and Responsibilities:

- Oversight and coordination of the costume shop
 - Maintain costume stock and storage areas with clear and concise paperwork, working with the Facilities Director for any necessary repairs or improvements
 - Build or pull costumes from stock as needed for all productions or special events
 - Supervise and train overhire costume staff and costume/wardrobe crews as needed for productions and events
 - Maintain all costume machinery, tools, and supplies
 - Work with Costume Supervisor to assemble rental packages
 - Maintain a safe working environment for their self and any overhire staff
- Maintain clear and concise communications with production management, and assist other departments with production needs, as time allows

Qualifications:

- At least 5 years experience working within a professional theater setting
- Experience in multiple facets of costume design and production, including draping, patterning, fabric manipulation, and rendering
- Demonstrated interest in education or working with young people preferred
- Bachelor's degree with technical theater or fashion background preferred

Working Conditions:

- This is a full time, salaried, benefits eligible, 12-month position that begins on or about November 1, 2021. Weekly schedules are dependent on needs of each production/event and the position is overtime eligible
- Shared office space with rest of production staff is offered along with wi-fi, laptop, software, printer, and full plotter
- Shop spaces:
 - Fully equipped costume shop with ample work space and fitting room
 - Significant costume stock storage
 - Dedicated crafting area
 - Wardrobe/laundry area
 - Wig and makeup studio
- Production Spaces:
 - 300+ seat proscenium stage with dedicated LX line sets and catwalk system
 - 50-100 seat black box with permanent overhead grid

The Rep's production department is a close-knit group of talented technicians that excel with a friendly work environment. The successful candidate will have a sense of humor, an unwavering attention to detail, and the ability to coach and problem solve with myriad personalities and working styles.

Please submit your resume, cover letter and portfolio to zkuhl@therep.org.

The Rep is an equal opportunity employer and seeks to recruit and retain a diverse workforce of artists, technicians, and administrators; particularly one that reflects its community in Central Arkansas. Applicants from populations historically underrepresented in the theatre field are strongly encouraged to apply.

About the Arkansas Repertory Theatre:

A fundamental anchor for the quality of life in Central Arkansas, The Rep creates vibrant and engaging theatrical experiences that are accessible for everyone in our community. With our work, The Rep seeks to make lives more full, more interesting, and more joyful. The Rep's core programming is a year-long season of 5-6 productions, freshly created for our audiences in an intimate, 377-seat theatre in downtown Little Rock. We tell stories that provide entertainment and escape, that help us process the world around us, and that foster a sense of mutual understanding. Unlike most of an ever-present electronic media, the live experiences of The Rep are distinctly theatrical- immersive and shared by the community in a public space outside of individual homes. As the state's most established professional theatre since its founding in 1976, we maintain the highest artistic standards, featuring award-winning artists, both local and from across the country, particularly celebrating artists and works with connections to our community.

The Rep's most recent accomplishments were born of significant challenges. Recognizing incremental changes weren't producing long-term sustainability, The Rep's Board of Directors suspended productions in April 2018. The organization's turnaround process, led by a newly hired Executive Artistic Director, was still in its early stages when the COVID-19 pandemic forced the theatre to once again suspend operations. With its skeletal staff and Board concluding a significant strategic planning process, The Rep now looks to rebuild its organization with the aim of returning to full operations in early 2022.