



## SHAKESPEARE THEATRE OF NEW JERSEY (STNJ)

### Costume Shop Manager

**\$50,000 - \$58,000 annually plus benefits**

**Start Date:** May 15, 2024 or sooner

#### **POSITION SUMMARY:**

The Shakespeare Theatre of New Jersey is seeking an experienced Costume Shop Manager (CSM). Position will be responsible for constructing or sourcing for all productions/events; maintaining costume shop and stock as per company policies; supervising and training all costume shop staff including seasonal, over-hire, and intern labor; and managing costume budgets. The CSM will work with fellow production shop heads to ensure efficient and safe day-to-day operations.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

##### **Responsibilities:**

- Oversee and implement all planning, construction, maintenance, and restocking of costumes for all productions, special events, and virtual programming.
- Oversee stock management per STNJ protocols and stock layout. Ensure regular maintenance of costume shop equipment, tools, fabric stock, etc. in STNJ's costume shop and wardrobe facilities.
- Supervise all costume work calls.
- Stay current and follow local, state, and federal (OSHA) safety standards and regulations.
- Encourage a positive work environment, free from harassment or discrimination; promote open communication and information transparency.
- Manage a seasonal, full-time staff (Draper, First Hand, Stitchers, and Wardrobe Supervisor) as well as part-time, over-hire, volunteer laborer, as well as interns and apprentices.
- Develop with Production Management and Education a curriculum of master classes for interns.
- Attend weekly production meetings; facilitate communication between Artistic Director, designers, and costume shop staff.
- Manage costume, wig, and wardrobe budget lines.

##### **Physical Demands:**

- This position splits time between office and costume shop environments.
- Must be comfortable operating most industrial sewing equipment.
- CSM must be able to stand and/or kneel for extending periods of time per need in fittings, etc.
- Must be able to lift and move 25 pounds, climb stairs and stock ladders, and work in confined spaces.

### **Qualifications**

- Three years' experience as a shop manager or assistant; Academic experience will be accepted.
- Must have broad knowledge of professional theatre practices; Formal, informal, and cross-disciplinary training and experience will all be considered.
- Advanced proficiency in all types of period costume construction as well as significant knowledge of historical fashion eras. Knowledge of current costume crafts (millinery, distressing, dyeing, leatherwork, latex molds, screen printing and fabric painting, metalwork) is a plus.
- Must have knowledge of common chemicals and their safe usage and disposal protocols. Verifiable training in hazardous materials and/or hazard communication is preferred.
- Experience with MS Office and Zoom is required.
- Must have strong communication and time management skills.
- Excellent communication skills
- Strong organizational skills and attention to detail
- Excellent time management skills and the ability to work well in a fast-paced, deadline-oriented and goal-driven environment.

### **COMPENSATION:**

Pay range for this position is \$50,000 - \$58,000 with benefits including healthcare, dental, vision, life insurance, and paid time off. Full-time, on-site. Immediate hire.

### **APPLICATION PROCESS:**

Qualified candidates should submit cover letter, resume, and (3) three references to:

The Hiring Department  
The Shakespeare Theatre of New Jersey  
[Employment@shakespearenj.org](mailto:Employment@shakespearenj.org)

No phone calls, please.

### **ABOUT THE THEATRE:**

The Shakespeare Theatre of New Jersey (STNJ) is one of the nation's oldest, most prestigious, classic theatres, serving thousands of constituents annually through its work on its two stages, and through a large array of education programs.

### **MISSION:**

STNJ's mission is two-fold: to bring new, relevant life to the world's classics for a diverse audience; and to use those masterworks to provide transformative experiences on stage and in classrooms. As a teaching theatre, the company is dedicated to using the classics as interdisciplinary teaching tools for artist training and arts education.

**CAREER LEVEL:** Mid-Level

**YEARS OF EXPERIENCE:** 3

**REPORTS TO:** Production Coordinator

**WORK LOCATION:** onsite

**DEGREE:** College degree preferred, not required

**SCHEDULE:** Full-Time

**DESIGNATION:** Exempt

**INCLUDES:** Health Plan, PTO, Retirement Plan

*The Shakespeare Theatre of New Jersey is an equal opportunity employer committed to hiring, supporting, and promoting a diverse and inclusive workforce. Equal employment opportunities are available to all applicants without regard for race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the industry are encouraged to apply.*

May 8, 2024