

balletmemphis

TITLE

Costume Director

JOB SUMMARY

Ballet Memphis seeks an experienced, highly organized, self-motivated, and creative individual to supervise the day-to-day operations of the costume shop and wardrobe department. The Costume Director is responsible for the overall operations of the shop including design, construction, fitting, repairing, cleaning, storing, and cataloging all costumes, materials, shoes, and notions. The Costume Director oversees all aspects of wardrobe and theatrical costumes during the performance season, including performances by the professional company, Youth Ballet Memphis, and other special events. This role requires substantial experience in costume design and production, costume shop supervision, excellent technical, analytical, communication and organizational skills, along with a refined design perspective and a keen interest in the arts. This position reports to the Artistic Director and works closely with the Ballet School and organization's leadership team.

RESPONSIBILITIES

- Oversees designing, patterning, cutting, construction, fitting and alteration of costumes from concept to performance
- Helps determine visual look/concept and plan costume needs of all mainstage performances in coordination with the artistic team
- Responsible for sketches and renderings of costumes during planning phase of production development
- Draws up budgets and conservatively allocates funds; maintains departmental financial records and assures timely processing of invoices and sales orders
- Maintains the Ballet Memphis-owned costume inventory and shop, including costume cleaning, repair work, shoe inventory, costume shop supplies, equipment, and fabric inventory
- Schedules and supervises all fittings in coordination with the Artistic Director, School Director, and Company Manager
- Manages safe operations and maintenance of all shop equipment and machinery
- Oversees special projects such as dying, fabric painting, and millinery
- Works with in-house and visiting choreographers to oversee the completion of all costume elements
- Maintains inventory of costumes available for rental or loan to other companies
- Attends and participates in season planning efforts, monthly staff meetings, weekly production meetings and production postmortem assessments
- Manages costume shop team, including full and/or part-time costume techs and assistants

REQUIREMENTS

- In-depth knowledge of dance and theatrical costume design and construction techniques, preferably with previous experience in a ballet/dance company
- High level of skill in the construction and fitting of classical ballet costumes including tutus

- At least five years of experience working in a professional costume shop
- Extensive experience supervising backstage performance operations, including managing dressers and other volunteers
- Excellent time management, organizational, and planning skills
- Ability to keep calm under pressure and remain tactful in stressful situations
- High energy, maturity, and leadership with the ability to serve as an ambassador for Ballet Memphis
- Sincere commitment to work collaboratively and professionally with all team members and organization constituents
- Maintain a safe, fair, and professional work environment
- Passion for the creative and arts sectors

BENEFITS AND COMPENSATION

This is a full-time, year-round position and is eligible for all benefits (including health/dental/vision insurance, 401k, paid time off and sick leave). Minimum salary is \$50,000 and competitive and commensurate with level of experience and skill.

There is possible flexibility in the work load during June and July. Outside work during these months is dependent on prior approval of the Artistic Director.

TO APPLY

Please submit a cover letter, resume, and recent examples from design portfolio to careers@balletmemphis.org with "Costume Director" in the subject line. No phone calls, please.

BALLET MEMPHIS

In its 35th season, Ballet Memphis is one of the nation's most celebrated professional ballet companies. The Ballet Memphis professional company produces four mainstage productions a season at various local performance venues, including the historic Orpheum Theatre, as well as smaller performances throughout the year at Ballet Memphis studios and in the community. Ballet Memphis attracts audiences of 25,000+ annually, has a School with over 300 enrolled students, and Pilates + Wellness programs that sees hundreds of clients weekly. The organization also engages thousands annually through its Community Impact programs. Ballet Memphis's mission is to reveal and celebrate the universality of the human experience through dance.