



Costume Technician

Ballet Memphis is seeking qualified applicants for the position of Costume Technician. This position will assist with the day to day operations of producing and maintaining costumes, and provide assistance with costumes and wardrobe for all Ballet Memphis productions and performance-related special events.

Organization

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 performing venues, including the historic Orpheum Theatre, as well as smaller performances throughout the year at Ballet Memphis studios and in the community. Ballet Memphis attract 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.

General Description

The Costume Technician is a part-time position reporting to the Wardrobe Supervisor & Resident Costume Designer. This position works closely with Company Dancers, the Stage Manager, and other Costume Shop employees to facilitate the use of costumes in rehearsals and performances. In daily operations, the Costume Technician primarily assists with building, altering, embellishing, and repairing costumes for all Ballet Memphis productions and will be a part of the costume team that facilitates the runs of all performances at the theater. This position is expected to work some nights and weekends as determined by the production calendar. During performance weeks, the costume team will run all Ballet Memphis productions, including assisting Company Dancers, overseeing hired dressers, performing quick changes, and repairing costumes as needed.

Position Duties

- Construct, alter, embellish, and repair costumes and costume-related items, to include stretch fabrics and tulle, among other materials.
- Assist the Wardrobe Supervisor with costume fittings.
- Assist in maintaining stock of costume and wardrobe supplies, as well as foundation garments, including but not limited to: tights, dance belts, t-shirts, and briefs.
- Assists with cleaning and maintaining equipment.
- Assists with stocking and monitoring costume shop supplies.
- Assist in labeling all costumes and costume accessories for proper identification by Company Dancers and staff.

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- Assist in running all shows, including but not limited to the following duties:
 - Manage staff, volunteer and outside wardrobe crews during running of rehearsals and shows.
 - Run an assigned dressing track as indicated by the Wardrobe Supervisor.
 - Repair and maintain costumes in the studio and performance venues.
 - Complete costume strike including load-out, dry cleaning, laundering, and restocking.
- Assists in the restocking and organization of costume warehouse and other storage areas.
- Works with the Wardrobe Supervisor to ensure deadlines can be met.
- Carry out other duties as assigned.

Qualifications/Skills/Abilities

- Proficient in advanced costume construction.
- Working toward or possessing a BA/BS in Costume Design or Construction, Fashion Merchandising, Theatre Arts or related field desired or comparable experience in the field-Stitcher, Wardrobe Crew, Designer, is preferred.
- Experience with pattern manipulation is a plus.
- Demonstrates strong sewing ability. Intermediate to advanced machine sewing skills; ability to use Sergers and industrial machines, including industrial sewing machines, industrial steamers and irons, scissors, and other standard sewing-related equipment. Proficient hand sewing skills and ability to do accurate measurements, alterations and fittings.
- Must have experience with a wide variety of materials, proficiency with operating and trouble-shooting industrial sewing machines, and excellent communication skills.
- Strong oral communication skills, strong listening, interpersonal and communication skills. Proficient knowledge of theatrical style, conventions and terminology.
- Strong organizational skills and highly motivated with strong work ethic. Ability to manage several projects simultaneously. Must be able to interpret and follow directions.
- Maintain a calm and professional attitude at all times, and manage own workload and that of team, under the supervision of the Wardrobe Supervisor. Must be able to take instruction in a professional and positive manner.
- Must be able to work in a team environment and maintain a professional work ethic, under strict deadlines.
- Experience in Wardrobe run crew.
- Interests/experience in Hair/Wig/Makeup, Costume Crafts, and/or Tailoring is desired but not required.



Physical Demands/Work Environment:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Necessary accommodations will be made to enable individuals with disabilities to perform the essential functions.

- Ability to climb and work from ladders.
- Ability to use hands in small and large motor tasks.
- Some standing, walking, bending, frequent use of hands, stooping and light lifting (at least 40 pounds) is needed.

This position is located at the Ballet Memphis headquarters in the historic Overton Square neighborhood of Memphis, Tennessee. This position is non-exempt; compensation is commensurate with experience and qualifications.

Qualified and interested applicants should send a resume and cover letter, pictures or links to examples of work, and references to careers@balletmemphis.org. Please include "Ballet Memphis Costume Technician" in the subject line. Applications will be accepted until the position is filled. No phone calls, please.