Costume Supervisor

Reports To: Artistic Director | Job Type: Part-Time (up to 30 hours/week)

Position Summary

ARIEL Theatrical is seeking a Costume Supervisor to oversee costuming for all productions. ARIEL stores an extensive costume stock that is utilized in our rotating show schedule. The Costume Supervisor will pull from the stored, show-specific costumes and open stock in preparation for cast costuming days. Our Costume Supervisor will oversee fittings, determine what repairs or adaptations are needed, and work with ARIEL sewists (staff and volunteers) to ensure that cast members have finished and functional costume pieces. When a new production without an existing design is scheduled, the Costume Supervisor will coordinate with the Director to design the look and create costumes, utilizing existing resources, when possible, that can be stored and reused. Hair and makeup are also incorporated into the overall design of each show. The Costume Supervisor will oversee all activities in the costuming of each production including fittings, dressing room supervising, quick-change support, washing, and restocking after each production closes.

This role blends attention to detail with hands-on sewing and sharp organizational skills. The ideal candidate is calm in a busy dressing room, creative on a nonprofit budget, and committed to our ARIEL values of accountability, respect, integrity, excellence, and leadership.

Key Responsibilities

- **Supervise Production Costuming:** Oversee all aspects of costuming for 9+ annual productions, including summer camp shows; utilize existing show design and costume stock for all rotating shows; determine when adaptations and/or repairs are needed to refresh existing costumes. When planning for a new production, work with directors and creative staff to develop the visual concept and determine the costume construction plan (including sewing from patterns, crafting, or purchasing) to fit within the production schedule. Create costume plots and piece lists for every cast member and coordinate

costumes for double-cast Beginning shows and large ensembles so each child is costumed and ready.

- **Costume Shop Management:** Run the costume shop, sewing room, and dressing rooms day to day; follow the production calendar for fittings, build deadlines, costume days, tech rehearsals, photo days, and strike for all shows; determine when maintenance is needed for sewing machines, sergers, irons, steamers, and shop supplies; restock as needed; keep the shop clean, safe, and organized; observe and demonstrate ARIEL costume room practices, i.e., most fixes are temporary (fold, don't cut), invisible stitches on period pieces, no hot glue on fabric, and long stitch lengths on machines.
- **Fittings & Dressing Rooms:** Lead fittings for casts of all ages and sizes with patience and care, putting the ensemble as the priority, leading an affirming space for everyone; run the dressing rooms during costume rehearsals, tech, and performances; work with youth cast members calmly and quietly, modeling room rules; and handle quick changes, wardrobe malfunctions, and last-minute fixes during shows.
- **Volunteer & Staff Leadership:** Work with the show's Volunteer Coordinator to request the appropriate number of adult volunteers for each production; delegate tasks to costume volunteers and parent helpers; supervise and coordinate work for the part-time sewist (if available), including mending and minor fixes; apply ARIEL principles and maintain positive working relationships with staff and volunteers.
- **Strike, Laundry & Maintenance:** Lead costume strike at the close of each production; wash, dry-clean (as needed); inspect pieces for damage and repair or retire them; mend, fold, hang, pin, and put away all costumes after each show closes.
- **Inventory & Budget:** Utilize the costume storage and inventory systems to keep items from being lost or misplaced; source fabric, notions, and costume pieces cost-effectively.

Qualifications & Skills

- 3+ years of costume design, wardrobe, or costume shop experience in theatre or a related field (helpful, but not required)
- Strong sewing, alteration, and construction skills by hand and machine
- A keen artistic eye for period, character, color, and silhouette
- Excellent organization and the ability to multitask, managing several productions at once
- Experience working with children and encouraging a calm, respectful environment
- Experience leading and motivating others using a clear, positive communication style

- Background Check: Must pass a criminal background check to ensure youth safety

Working Conditions

- Hours follow the production calendar. The theater is always closed on Sunday. Tech and show weeks run longer and include evenings and Saturdays. You should not expect a consistent number of hours every week: some weeks are lighter or heavier than others. The production schedule for the year is set months ahead of the season opening.
- Rehearsal Weeks: Weekday afternoons for prep, costuming days, and fixes (rehearsals run after school, from 4:30–6 pm twice weekly for beginning shows and 6–8 pm three times a week plus Saturdays 9 am-12 pm for intermediate shows) Costuming is not expected for every rehearsal but is scheduled in advance and takes place during rehearsal time.
- Tech & Show Weeks: Weekday rehearsals extend by 30–60 minutes, plus Friday evening performances, two Saturday performances, and Saturday-night strike.
- Week After Closing: Laundry, mending, rehanging, and putting costumes away
- Summer: Camp programs run from 9 am–3 pm weekdays with a recital showcase or performances on Thursdays, Fridays, and/or Saturdays at the end of each camp.
- Physical Requirements: Requires the ability to stand, bend, kneel, and work on your feet for long periods; lift and carry up to 40 lbs (costume bins, laundry, rolling racks); climb ladders and stairs to reach storage; and do handwork and machine sewing for extended periods.