

## CHAMPAIGN URBANA BALLET

### ***JOB DESCRIPTION – COSTUME SHOP MANAGER***

#### **Job Summary**

Reporting to the Artistic Director, the Costume Shop Manager is responsible for handling the day-to-day operations of the shop, working on multiple projects and/or tasks simultaneously while supporting the Artistic Director in the areas of costume construction, fitting, and care.

#### **Qualifications**

- Ability to work independently and/or collaboratively on multiple projects simultaneously
- Organizational skills
- Managerial or supervisory experience, and coaching skills
- Knowledge of sewing and ability to absorb related skills
- Ability to communicate effectively
- Positive, motivating approach to meticulous work and volunteer dynamics

#### **Job Responsibilities**

- Maintenance, organization and supervision of costume shop
- Care and cleaning of costumes
- Organization of all costumes, including tights, wigs, headpieces, shoes, etc
- Schedule sewing machine maintenance and repair; scissor sharpening
- Research/order fabric and accessories, including shoes and boots, as instructed
- Schedule and conduct costume fittings
- Coordinate and manage volunteers
- Available for Saturday rehearsals during performance seasons of *The Nutcracker* (September-early December) and spring production (January-early May)
- Manage *Nutcracker* and spring production load-in and load-out of costumes at performance venues
- Other duties as assigned by Artistic Director

#### **Wage/Salary Information**

CU Ballet's costume shop manager position would average 750 hours per year and is executed seasonally – 80% spread across 7.5 months, September to early December and mid-January to early May; 20% spread across other months, including summer. We are expecting to pay \$20 per hour, with some flexibility based on level of skill and experience.

For additional information and/or to submit resume, email Kay Greene at [kay@cuballet.com](mailto:kay@cuballet.com).