



Costume Shop Department Head (Seasonal)

Primary Responsibilities

- Supervisor of all costume shop personnel; reports to the Costume Director
- Assist the Costume Assistant in pulling appropriate accessories prior to fittings
- Set up fitting room at least one hour before the first fitting of the day, making sure all necessary items are accounted for at that time
- Supervise crew of cutter/drapers, craftspeople, and stitchers
- Attend or supervise all fittings
- Attend union meetings in order to ensure costumes shop compliance
- Supervise set-up and completion of alterations
- Supervise and be able to give detailed instruction on the construction of new garments
- Ensure sure that every alteration is completed according to the notes taken during fittings
- Ensure that all garments have been appropriately labeled
- Plan work load so work is completed in a timely fashion
- Supervise staff to ensure all shop rules and safety precautions are followed at all times
- Inventory supplies and report purchase needs to Costume Director before supplies are critically low
- Attend dress rehearsals as needed,

Additional Responsibilities

- Costume construction
- Pattern manipulation
- Hand and machine sewing of complex garments
- Other duties as assigned on show by show basis

Minimum Qualifications

- Minimum of 5 years experience as Cutter/Draper or Shop Supervisor
- Must understand and be able to execute the principals and practices of garment construction for stage costumes
- Must be able to manipulate commercial patterns
- Must have knowledge of textiles and fabric usage
- Must have knowledge of industrial and home machine usage
- Must have working knowledge of all hand and machine sewing techniques commonly associated with costume garment construction
- Must be prompt and present a clean, neat appearance
- Must have physical dexterity and flexibility
- Must be able to multi-task & delegate assignments
- COSTUME DEPARTMENT POSITIONS ARE UNION POSITIONS THAT MUST BE REFERRED BY THE LOCAL 500 BUSINESS AGENT



Knowledge, Skills, and Abilities

- Knowledge of opera artists and repertoire preferred
- Knowledge of period styles
- Ability to lift and carry boxes and costumes weighing from 25-50 pounds
- Ability to deal with difficult and demanding performers
- Ability to work in extremely close quarters and in stressful situations while remaining calm under pressure
- Ability to communicate effectively with Costume Director, Costume Coordinator, performers, dressers and other backstage crew members
- Ability to read and follow run sheets and costume plot
- Ability to delegate tasks and work independently with minimal supervision

Other Requirements

- Must be able to climb ladders and get down on the floor repeatedly as required
- Must wear appropriate footwear in the shop. No open – toed shoes
- Must be responsible for all assigned tools and equipment

Please send resume and cover letter to Kevin G Mynatt, Senior Director, Production and Artistic Operations, kmynatt@fgo.org. No calls, please.

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