

TOPEKA CIVIC THEATRE & ACADEMY | 2022/2022

JOB DESCRIPTION

POSITION TITLE: Oldfather Theatre Costume Designer (TCT)
REPORTS TO: Resident Costume Designer (TCT)
STATUS: Exempt/ Full-Time
PURPOSE OF POSITION: This position oversees and participates in the artistic and technical requirements of each Topeka Civic Theatre production in the Oldfather Theatre and any necessary special events

ESSENTIAL FUNCTIONS

- Design, build, or pull all costumes for TCT's Oldfather Theatre productions. Create, design and fit all costumes in a timely manner as per artistic discussion with the directors – both in-house staff and guest directors. All costumes are to be ready for the appropriate opening night and should reflect a high artistic quality and professional attention to detail.
- Maintain all costumes throughout the production run and complete all repairs needed prior to the next scheduled performance.
- Attend and participate in all artistic production meetings as set by the Education Director or guest directors during the course of the production period. Maintain detailed measurements and costume requirements for each performer.
- Oversee costume budgets and expenditures; communicate all variances to the Resident Costume Designer and/or CEO in a timely manner.
- Maintain all production related theatre equipment including sewing machines, Sergers, costume equipment and supplies, steamers, and any other costume-related equipment. Anticipate equipment needs for replacement and receive permission from the CEO before replacing any item over \$350.
- Maintain the costume inventory and costume shop in an orderly fashion. Ensure that an annual inventory and review of property is done to remove unneeded or unusable garments. Assist with all costume rentals, loans and returns of such materials. Care for all inventory to ensure a long and useful life.
- Assist in providing and maintaining any costume requirement of any and all special events produced by TCT.
- Obtain permission to make a change to a costume plot during technical rehearsals or performances from the Director.
- Attend all technical rehearsals held for Oldfather productions unless excused by the Education Director or guest director of the given production.
- Oversee any and all costume strikes of Oldfather productions. Coordinate the work of all volunteer labor in the strikes and conduct such activity in an organized and friendly manner.
- Provide necessary written copy for all appropriate print material.
- Working with the Resident Costume Designer, provide flexibility if support of Mainstage productions is required.
- Work closely with TCT Resident Costume Designer when special needs arise.
- Provide production stage managers with necessary production repair sheets and phone numbers in the case of an emergency to keep all communication lines open between night and day personnel and alert production personnel to potential needs and repairs.
- Serve as representative and guest speaker for any school or civic functions as requested by TCT management.
- Serve on any committee as assigned by TCT management.
- Any other duties as assigned by TCT management.

Qualifications

High School diploma or equivalent; minimum of three years of experience which required the incumbent to design, create, fit and alter apparel items/costumes.

Interpersonal Skills

Work frequently involves contacts requiring considerable discussion of problems, material presentations, or resolving issues impacting productions, personnel, performers and volunteers. The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job and a high level of interpersonal skills are critical to the success of this position.

ADA Requirements

Physical Requirements

- Much work is done in a sedentary environment – attending meetings, consulting with others, etc.
- Must be able to stoop, bend, walk, climb a ladder, and routinely lift up to 40 lbs.
- Must be capable of climbing/descending stairs.
- Must be able to operate routine office equipment including telephone, copier, word processor, and calculator.
- Must be able to routinely perform work on computer and or telephone for an average of 6-8 hours per day, when necessary.
- Must be able to work extended hours whenever required or requested by management. Note: overtime must be preapproved.
- Must be capable of travel by automobile, as driver or passenger.
- Must be capable of regular, reliable and timely attendance.

Working Conditions

Must be able to routinely perform work indoors in a climate-controlled environment and must be able to perform in an outdoor environment for special events and fundraising efforts.

Mental and/or Emotional Requirements

- Must be able to perform job functions independently and work effectively either on own and as part of a team.
- Must be able to plan and direct the work activities of self and others.
- Must be able to read and carryout various written instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence.
- Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public.
- Must be able to perform responsibilities with composure under the stress of competing deadlines/requirements which require high quality productions in a fast paced environment.
- Must be able to effectively handle multiple, simultaneous, and changing priorities.
- Must be capable of exercising highest level of discretion on both internal and external confidential matters.

Acknowledgement

I acknowledge that Topeka Civic Theatre & Academy will conduct a periodic background check on all active employees and I consent to, and authorize, TCT to do so as frequently as yearly while I am employed with the organization.

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Nothing in this position description restricts management’s right to assign or reassign duties responsibilities to this job at any time.

This job description is not a contract and should not be construed as a guarantee of employment for any specific period of time.

Topeka Civic Theatre & Academy is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

I have received a copy of the personnel policy manual and know questions should be directed to the CEO.

TCT considers itself the primary employer for all full-time staff. TCT employees may not assume outside employment or any volunteer activity that would hinder or otherwise prevent them from working their hours or successfully completing their duties in a timely manner. Outside employment must be approved by CEO and volunteer activities approved by their supervisor

All volunteer activities an employee engages in at TCT or HHT must be accurately documented on TCT’s volunteer tracking form.

Employee signature

Date

President/CEO signature

Date