



## 2022 Festival – Costume Shop Manager

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**Reports to:** Director of Production  
**Classification:** Seasonal (Summer 2022)  
**Schedule:** 10 weeks – May 31, 2022 through August 5, 2022  
**Salary Range:** \$795/week plus housing  
**Location:** Central City, Colorado

- ◆ Act as primary in-season liaison with the season's directors and costume designers or coordinators regarding costuming matters
- ◆ Coordinate and supervise the rental of any costumes for the season including maintaining an accurate inventory and coordinating shipments to/from Central City
- ◆ Work with the Director of Production to organize pre-season builds and related shipping needs of all productions, as needed
- ◆ Arrange and facilitate designer shopping, purchases, and related area transport
- ◆ Manage and track the costume-related budget lines for all productions as well as the budgetary needs of the Costume Shop (all budget figures to be provided by the Director of Production) including petty cash and company credit card expenditures and related mileage expenses
- ◆ Manage Costume Shop personnel (both staff and staffers) and make any needed Shop purchases
- ◆ Coordinate and communicate intern scheduling needs with House/Festival Services Manager
- ◆ Make sure all shop personnel are scheduled to have sufficient breaks and meals
- ◆ Maintain the costume inventory stock located in Central City
- ◆ Coordinate fitting schedules for young artists, principals and children with the Production Scheduler and assign related alterations to staff and interns
- ◆ Attend all stage technical and dress rehearsals for all productions, including the Family Performance, and take notes as needed
- ◆ Coordinate and execute all dry cleaning needs during and at the end of the season, as per rental agreements and season maintenance
- ◆ Coordinate the costume needs, including alterations, for the season's Family Performance (student matinee), our Young Artist productions and our apprentice scenes program, as needed.
- ◆ Function as timekeeper/monitor and fitter (if needed) for the young artist fitting week
- ◆ Direct reports to Director of Production

**Shared responsibilities with the Assistant Costume Shop Manager/Wardrobe Head shall include the following:**

- ◆ Responsible for cleaning/maintenance of Costume Shop and Cast Building dressing areas
- ◆ Making sure casts have all necessary rehearsal garments
- ◆ Move rental pieces into appropriate dressing rooms
- ◆ Assist designers as needed
- ◆ Re-stock costume inventory into appropriate storage locations
- ◆ Clean Cast House and Costume Shop at end of season with assistance from staff and interns
- ◆ Assist with intern/usher uniform fittings as available
- ◆ Family Performance- pull costumes from inventory and/or create garments if needed as portfolio opportunities for both staff and interns
- ◆ Supervise, prepare and organize any load-in and load-out of costumes and accessories for our Young Artist productions and our apprentice scenes program, allowing ample time for both
- ◆ Schedule and organize season overhire needs in a timely fashion post-fittings

- ◆ Conduct regular departmental meetings to keep staff, interns and Director of Production well-informed

Housing – in the form of a shared company housing consisting of a private bedroom, shared bathroom, kitchen, living areas – will be provided for you, rent free, by the Association during the time you are in Central City. Our agreement with the Historic Properties Division of the CCOHA does not permit pets.

**Drug or alcohol abuse on CCOHA property (including company housing) will not be permitted and may be grounds for immediate dismissal and the cancellation of your contract.** CCOHA has a strict policy against harassment based on gender, sexual orientation, race, disability, age or religion.

All seasonal employees must be fully-vaccinated and provide proof of status.

*CCO is committed to creating and sustaining an inclusive and equitable work environment. Equity, diversity, and inclusion are core values and we are currently working to expand our capacities in these areas with company-wide understanding that this is an ongoing process that must be embedded into the fabric of the organization. We encourage candidates who identify as BIPOC, LGBTQ+, otherwise-abled, and other underrepresented identities to apply. All applications will receive consideration for employment.*

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Please send the following materials to Karen T. Federing, Director of Production, at [kfedering@centralcityopera.org](mailto:kfedering@centralcityopera.org):

- ◆ Cover Letter
- ◆ Resume
- ◆ Digital Portfolio
- ◆ Three (3) References

Position will remain open until filled.