



GREAT Theatre Job Description

Position Title: **Costume Designer & Shop Lead**

Status: exempt / salaried / full-time

Supervises: volunteers

Reports to: Production Manager

Starting Salary: \$40,000-\$45,000

About GREAT Theatre

Great River Educational Arts Theatre (GREAT), is a non-profit community theatre that enriches lives by bringing people together to build lasting connections through theatrical storytelling that challenges, educates, entertains, and inspires. Through dynamic on-stage programming that consists of producing 8-10 full-scale shows featuring local talent, multiple production collaborations, and innovative off-stage educational outreach throughout Central Minnesota, we invite people to be part of the story to build a more vibrant community, celebrate differences, and create a sense of belonging for everyone. By reaching more than 60,000 people each year, GREAT brings our community together through the transformative power of the arts.

GREAT is committed to attracting and retaining employees with varying identities and backgrounds. We aspire to create a team that represents the diversity of our community while creating a space that encourages and embraces inclusiveness, equal opportunity, and respect. Additionally, we are committed to anti-racism through ongoing and consistent action, moving with urgency while identifying both immediate and long-term strategic actions, both as individuals and collectively as an organization.

Position Summary

The position of Costume Designer & Shop Lead collaboratively leads the production of costumes for GREAT's shows, educational outreach, camps, and other programs. This position will shift between acting as costume designer for two to three shows and as shop lead on four to five productions per season. This collaborative position works closely with costume shop staff, volunteers, students, and production teams to create amazing professional quality costumes in an educational and supportive environment.

Job Functions

As one of our costume designers, you'll get to:

- Costume design, including hair and makeup design, for season productions, summer camps, educational outreach, and special events to fully realize the creative vision for each production.
- Attend design & production meetings, fittings, tech rehearsals, opening night, and other performances as needed.
- Manage build schedules, budget and all project-related documentation.
- Coordinate purchasing, or acquiring of pieces, shoes, wigs, materials, fabric, etc.

As part of our costume shop staff, you'll get to:

- Work closely with the costume designer for each production to understand and execute the costume organizational and build needs to lead, manage, and coordinate costume construction for actors of all ages to meet these needs
- Utilize and support a dedicated team of volunteers and students of varying skill sets and interests within all aspects of the costume department.
- Engage with and cultivate relationships with production staff, cast members & their families, GREAT staff, and volunteers in a friendly, casual, and inviting atmosphere.
- Safely costume, educate, and support volunteer actors for all GREAT productions.
- Help schedule, train, and supervise volunteers and students to act as Wardrobe Crew and/or Dressing Crew for GREAT's mainstage and Lab productions.
- Contribute to the general care, cleanliness, and good repair of all costume related spaces, equipment, tools, etc. as well as all costume items and accessories in stock.
- Field lending requests from the community in accordance with lending policies and procedures.
- Recruit, schedule, train, engage, educate and appreciate volunteers and students of all skill levels, within the costume shop and other costume related areas..

As costume education lead, you'll get:

- Provide hands-on education as part of the practicum portion of the Technical Theatre Degree program in partnership with the St. Cloud Technical and Community College beginning in Fall 2023.
- Mentor high school students in costume design for our annual youth artist project.
- Hire, train, and supervise interns to meet their educational needs.

This might be the job for you if

- You have excellent creativity, imagination, and costume design skills with experience with hair and wig styling and makeup application
- You have previous experience working with or involvement in any capacity with community theatre.
- You are invested in the community and organization, and are committed to contributing through collaboration, respect, and professionalism.

- You are passionate about equity, teaching and developing others, and creating an environment that meets the needs of volunteers and community members who have diverse backgrounds and skill sets.
- You have strong garment production skills and knowledge of textiles, costume history, and modern fashion.
- You have experience and understanding of how to break down scripts in terms of costume plots, as well as possess knowledge of story structure and character arcs.
- You are an excellent communicator, strategic thinker, and creative problem-solver.
- You thrive working both independently and as a contributing member of a team.
- You agree to uphold the mission of the GREAT and commitment to anti-racism by actively participating in DEI training provided by GREAT.

As an employee of GREAT, you'll receive:

- Competitive equitable compensation with annual opportunity for raises
- Flexible work schedule and option to occasionally work remotely as workload allows
- Voluntary pre-tax contribution to Simple IRA plan with up to a 3% company match
- Health reimbursement for qualified health expenses up to \$2000 annually
- 80 hours PTO accrued bi-weekly to enjoy time away from work and promote life balance, with increases of 16 hours annually after each year of service
- 8 paid holidays (6 federal plus 2 floating)
- 4 hours paid volunteer time at another organization
- Professional development opportunities
- Comp tickets to shows and camp/class registrations
- A fulfilling and fun work environment with a diverse team committed to transforming lives through the power of the arts

This position requires work on nights and weekends. The position may require minimal travel (mostly within 70 miles of downtown St. Cloud) and some lifting (up to 50 pounds).

This job description is not meant to be all-inclusive. Employees may be asked to perform other related duties in order to meet the ongoing needs of GREAT.

Learn more about GREAT Theatre at www.GREATTheatre.org. To apply please email your resume and cover letter, along with a link to your design portfolio or samples of your work to Jobs@GREATTheatre.org with your name and the position title in the subject line.