

Job Position: Costuming Associate for Summer 2022 at Children's Theatre Workshop

Reports to: Technical Director Diane Schroeder

Job Purpose: To support the summer 2022 productions at Children's Theatre Workshop with costuming, makeup, and wigs.

Duties and Responsibilities:

- Productions include: *Magic Treehouse: Pirates Past Noon*, *Crazy for You*, *Willy Wonka JR*, *Gideon and the Blundersnorp*, and *The Girl Who Swallowed a Cactus*.
- Attend pre-production and production meetings for all summer 2022 productions.
- Coordinate with Costume Holiday House for *Crazy for You* costume rentals.
- Take actor measurements.
- Pull costumes from existing stock and tailor if needed.
- Clean costumes and repair as needed.
- Communicate purchasing needs to Executive Artistic Director including costuming materials, wigs, and makeup.
- Work with technical theatre students as needed on any costuming responsibilities.
- Delegate costuming responsibilities to volunteers, technical theatre students, and other CTW staff as needed. Many of these responsibilities can and should be delegated or done with assistance.

Qualifications:

- Previous experience in costuming.
- Previous experience in working with young people.
- Ability to maintain composure and professionalism in high-energy environment.
- Flexibility and problem-solving skills.
- Due to funding requirements for this position, we can only accept applicants ages 18-24.
- FBI/BCI Fingerprinting required before the applicant begins work.

Working Conditions:

- Hours are highly flexible and will be schedule in coordination with the Technical Director. Average 20 hrs/ week: more hours in tech week and fewer in non-tech weeks. Position begins May 23, 2022 and concludes August 12, 2022.
- Activities will usually occur at the Ohio Theatre or the Collingwood Arts Center. Costume Head may work from home as appropriate. Costuming associate is not expected to work as costume crew for productions, but may check in on costume care and maintenance during the tech week and performances.
- CTW will provide costume stock, sewing machines, costuming supplies. Costumer may use personal machine. - Costuming Associate is required to coordinate with other CTW staff and delegate tasks to volunteers and students as appropriate.
- Covid-19 vaccination is strongly recommended.
- CTW shall not discriminate on the basis of race, color, gender, national origin, pregnancy status, religion, economic status or military status with respect to its employment practices, rights privileges, programs, activities, and/or in the administration of its educational programs and activities.

Compensation: Costume Associate is paid \$13 per contact hour. Salaries will be paid in the nearest bi-weekly payroll.

To Apply: Send resume and cover letter to Executive Artistic Director Aimee Reid. Email to areid@ctwtoledo.org. Hiring process includes an interview which can be conducted in person. Applications are accepted until positions are filled.