

Costume Designer/Supervisor

Derby Dinner Playhouse (DDP) is currently seeking a resident Costume Designer/Supervisor beginning with our 2022/2023 season. The Costume Designer/Supervisor will be tasked to create the costumes and costume props for our 8 mainstage and 4 children's show season within the allotted time, budget, and scope. They will handle show logistics, manage shop staff, build costumes, and help to maintain DDP's high values in artistic excellence. Strong applicants will have a demonstrated background in designing and constructing costumes for plays and musicals, and the ability to communicate effectively with production staff and crew.

Derby Dinner Playhouse is in its 48th season and is located in Clarksville, IN, just outside of the Louisville, KY metro area. Derby Dinner produces 8 mainstage and 4 children's musical theatre shows and our seasonal concert series brings in 6-8 guest performances in our 500 seat arena theatre each season. For more information, please visit www.DerbyDinner.com.

Essential Duties and Responsibilities

Staff Supervision

- Deliver construction drawings to the shop floor and troubleshoot projects.
- Hire and maintain a small staff of stitchers

Budget Responsibilities

- Create production budget estimates, schedules, and reports.
- Source, purchase and maintain record of materials and services.
- Exercise fiscal responsibility and accountability in purchasing.

Production

- Collaborate with design team and other production departments to establish methods for the design and execution of the costumes and costume props for each production.
- Work independently to design technical solutions for the construction, movement, and function of costume elements.
- Take a leadership role in the costume load in and strike of all productions, managing teams as they execute tasks.
- Take an active role in the general safety of all DDP costume shop operations and overseeing compliance with safety regulations.
- Maintain shop equipment, manufacturing spaces, and office.
- Rent or buy ready-made costumes when necessary
- Supervise fittings and quick change rehearsals

Qualifications

To perform this job successfully, an individual must be able to perform each essential

duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

Experience

- Three or more years of experience in theatrical construction and management; or a combination of education and experience providing equivalent knowledge
- Experience in costume building techniques and textiles

Skills and Abilities

- Script analysis to understand costume requirements in terms of setting era, and character attributes.
- Develop costume plots for characters
- Create preliminary sketches of costumes and present them for approval
- Ability to successfully negotiate and collaborate with other departments while maintaining professional, friendly relationships with those departments.
- Ability to oversee and foster the progress of several projects simultaneously.
- Strong project management skills that demonstrate the ability to deliver complex projects on time and on budget with an eye to artistic excellence.
- Ability to communicate and collaborate with a wide variety of artists, technicians, and administrators with diverse backgrounds, including people with demanding artistic talents and personalities.
- Ability to manage teams efficiently and capably delegate tasks based on a team members skills and abilities.
- Data entry and manipulation skills to build and maintain databases of show specific information and departmental inventories.

Physical Demands/Work Environment

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Necessary accommodations can be made to enable individuals with disabilities to perform the essential functions.

- Ability to drive a car with a valid drivers license.
- Standing, walking, bending, and frequent use of hands.
- The noise level in the work environment is usually moderate.

Additional Details

- Salary is \$25,000-30,000 DOE
- Benefits package including medical, dental, and vision
- 401k
- Paid vacation
- Assistance with relocation
- Position to start January, 2023

Hours

Monday to Friday, 8:00am to 4:30pm, late nights and weekends during technical rehearsals are common.

Covid Vaccination Information

Effective as of July 1, 2021, Derby Dinner Playhouse requires that all employees be vaccinated against COVID-19 as a condition of employment, subject to accommodation. If you are hired, we will require you to prove that you have received the COVID-19 vaccine or have a valid documented religious or medical reason not to be vaccinated. This paragraph informs you of the company's expectations before you begin work at Derby Dinner Playhouse and you should not reveal information about your COVID-19 vaccination status prior to receiving an offer of employment.

Derby Dinner Playhouse is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.

To Apply:

Please send a resume, letter of interest, access to a digital portfolio/website, and 3 professional references to Andrew Duff, Production Manager at aduff@derbydinner.com. Review of applications will begin August 31st, 2022 and will remain open until the position is filled.