

Costume Designer/Supervisor

Derby Dinner Playhouse (DDP) is seeking a resident Costume Designer/Supervisor. The Costume Designer/Supervisor will be tasked to design and create/procure the costumes and costume props for our 12-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 level of 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 51st season and is located in Clarksville, IN, just outside of the Louisville, KY metro area. Derby Dinner's season includes 8 mainstage and 4 children's musicals, pre-show entertainment, and a seasonal concert series of 6-8 performances. All are produced in our 500-seat arena theatre. 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 supervise a small staff of stitchers (Current staff members will remain through the end of this season.)

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.
- Schedule and conduct fittings and quick-change rehearsals.

Qualifications

To perform this job successfully, an individual must be able to execute each of the essential Duties listed above. 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
- Development of costume plots for characters
- Ability to design while taking the timeline into consideration
- Creation of preliminary costume sketches of costumes for discussion and 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
- Familiarity with industrial sewing equipment

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 driver's license
- Standing, walking, bending, and frequent use of hands
- The noise level in the work environment is usually moderate, but can be loud during our weekly matinee performances
- Our costume shop is upstairs, so must be able to navigate steps
- Our costume storage is in trailers that are also up some stairs with narrow access and they are not climate controlled
- A lifting minimum of up to 50 lbs

Additional Details

- Salary is \$37000
- Medical insurance available after 60 days of employment with a portion of the cost paid by Derby Dinner and a portion paid by employee
- 401k plan available
- Paid vacation
- Assistance with relocation
- Start date of Position to be determined

Hours

Mon. to Fri., 9am to 5pm, late nights and weekends during technical rehearsals are common.

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 Annie Myers, Associate Producer at amyers@derbydinner.com.