PALM BEACH OPERA

Palm Beach Opera is committed to diversity, equity, and inclusion in all facets of the organization, and is an equal opportunity employer that does not discriminate based on race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, military service and veteran status, or genetic information.

COSTUME DIRECTOR (Seasonal Position – November 2023 to April 2024)

The Costume Director (CD) is responsible for the procurement, alteration, and construction of all costumes and related items required for the Palm Beach Opera season. The CD will supervise wardrobe personnel at the shop for fittings and alterations; and supervise wardrobe crew at the theatre for rehearsals and performances. Palm Beach Opera expects all employees to work in a safe manner, maintain a positive and respectful attitude, and communicate regularly. The costume director will support all Palm Beach Opera events. Housing is provided for dates of engagement in West Palm Beach between November and April. Part time coordinating and communication work between August and November can be done remotely. This position reports to the Director of Production and the Director of Artistic Administration.

Responsibilities

- Serve as primary liaison with Stage Director, Costume Designer, Director of Production, and Renting Company Supervisor.
- Design and supervise construction of additional, alternate and/or special costumes as needed.
- Attend and supervise all fittings.
- Advise and assist the Director in achieving their vision.
- Overall supervisory authority for all Wardrobe related activities.
- Manage workflow; schedule and track hours of wardrobe personnel.
- Assign and assure completion of projects by wardrobe personnel.
- Track expenses, payroll, petty cash and budgets.
- Maintain a current and accurate overview of the shop workload.
- Ensure the timely progress of all costumes and alterations, reporting potential problems exist to Director of Production and propose solutions.
- Attend all rehearsals when costumes are being worn.
- Attend all production meetings.
- Supervise wardrobe crew for all rehearsals and performances at Kravis Center or other venues.
- Assure the appropriate crew is called for daily work, load-in, rehearsal and performance, strike/load-out and rental returns.
- Provide rehearsal costumes as required by the Director and Stage Management.
- Maintain and organize measurement sheets for all artists.
- Collaborate with Development, Marketing and Education Departments for donor and other presentations.
- Maintain clean, safe and well-stocked workspace.
- Coordinate acquisition, purchase and return of all costume materials.
- Make planning and budgetary recommendations for current and future seasons.

This job description is not necessarily an exhaustive list of all responsibilities, duties, skills, requirements, or working conditions associated with the job. While this listing is intended to be an accurate reflection of the current job, the company reserves the right to revise the job or to require that other or different tasks be performed or assigned.
Qualifications
- A working knowledge of current practices and procedures for fittings and alterations of costumes.
- Extensive knowledge of costume history, construction techniques and fabric.
- Knowledge of art history and opera literature and traditions a plus.
- Strong verbal, quantitative, communication, and organizational skills.
- Design experience preferred, but not essential.
- Ability to prioritize, multi-task and work quickly and accurately with attention to detail.
- Experience with IATSE crew and costume shop procedures.
- This position requires the use of ArtsVision, our cloud-based contact and scheduling software. Software support and training will be provided.
- Must be computer literate, have a valid driver’s license and be able to work nights and weekends as required, climb stairs and step ladders, occasionally lift and carry up to 50 pound and tolerate exposure to common laundry chemicals.

Compensation
- The salary range for this seasonal position is $4,600 to $4,800 per month, depending on experience. Palm Beach Opera also provides free housing and round-trip domestic travel reimbursement.

Interested individuals are encouraged to send a cover letter and resume to jbruckerhoff@pbopera.org