

Costume Shop Cutter/Draper

Baltimore Center Stage (LORT B) is accepting applicants for the position of Costume Shop Cutter/Draper. Under the leadership of Artistic Director Stevie Walker-Webb and Managing Director Adam Frank, BCS produces mainstage shows and a mix of other artistic programs on two mainstages and throughout our facility. We are committed to being an inclusive workplace, and strongly believe in the importance of having a diverse group of individuals represented both onstage and off.

Compensation: \$980.00/week plus standard company health benefits and paid time off.

Duties/Responsibilities:

This position reports to the Costume Director and is responsible for assisting with the leadership and administration of the costume department and associated staff. They will evaluate, budget, prepare, and oversee the completion of costume designs for all Baltimore Center Stage productions and programming.

Primary duties:

- Serve as the principal cutter/drafter for all BCS productions and programming.
- Supervise staff in all costume/wardrobe areas including, but not limited to: Workroom, Crafts, Wardrobe, Wig Shop, and Costume Storage.
- Assist Costume Director with the interview/hiring process for potential shop overhire.
- Schedule overhire staff as needed for each production build.
- Assist Costume Director with managing budgets for the workroom/wardrobe areas.
- Purchase, inventory, and maintain all workroom and craft room supplies as needed.
- Organize and maintain all costume shop spaces and equipment.
- Maintain costume production quality of the highest standard.
- Interpret Costume Designer's sketches and/or renderings to create costumes built for each mainstage production.
- Draft all patterns, either by draping or flat patternmaking.
- Determine fabric and trim yardages for each built costume.
- Wash and prep all fashion fabrics purchased for costume builds.
- Supervise/conduct all costume fittings with actors.
- Alter costumes as needed.
- Instruct and supervise work of First Hands and Stitchers.
- Attend tech rehearsals as needed.
- Research period, styles, and techniques necessary to complete costumes to Designer specifications.
- Maintain integrity of the Costume Designer's vision.
- Maintain a clean and safe workspace environment.
- Complete assigned costumes for each build within tight timelines and budget.
- Perform other duties as assigned by the Costume Director.

Secondary duties:

Participate in the activities of the Costume Shop as a responsible, engaged, and informed advocate for the health of Center Stage, by supporting with time and energy, building-wide events to advance our mission and its goals, and other duties assigned to you by your supervisor.

Preferred qualifications:

Preference will be given to candidates with experience in the following:

- Minimum bachelor's degree in theatrical costume construction or equivalent experience.
- Demonstrated proficiency in flat patternmaking and draping.
- Extensive knowledge of theatrical costume construction techniques.
- Experience in tailoring and various alteration techniques.
- Ability to teach basic and advanced hand sewing techniques.
- Ability to teach basic and advanced machine sewing techniques.
- Knowledge and experience in operating domestic and industrial sewing machines.
- Knowledge and experience in operating sergers, gravity-feed irons and steamers.
- Demonstrated proficiency in operating other shop equipment such as blind hemmers and coverstitch machines.
- Demonstrated experience in personnel management.
- Ability to give clear directions and encourage questions with patience and clarity.
- Demonstrated experience in time management and workflow analysis.
- Knowledge of costume and fashion history including costume manufacturing history.
- Knowledge of costume materials including historical references and modern availabilities.
- Working knowledge of safety standards and the implementation of the same.
- Excellent interpersonal and communication skills.
- Excellent organizational skills.

Required Competencies:

- **Cultural Competency:** An understanding of Antiracism and Anti-Oppression principles and practices, and the ability to interact effectively with people of different cultures and socio-economic backgrounds
- **Communication:** The ability to communicate transparently and effectively across mediums with an emphasis on interpersonal communication
- **Relationship Management:** Excellent social and collaborative skills with an emphasis on building and maintaining meaningful and reciprocal relationships
- **Project Execution:** The ability to employ high attention to detail to operational aspects of a project, the ability to manage multiple competing priorities, and the ability to follow through on projects
- **Relentless Curiosity:** The ability to productively question the status quo and engage in solution-oriented, systems-thinking
- **Time Management:** The ability to efficiently manage time, effort and decision-making skills across various programs and departmental operations

Hiring Process: Send cover letter, resume, and references to:

productionjobs@centerstage.org, and please put **Costume Shop Cutter/Draper** in the subject line. Selected applications will receive interviews. The start date for this position is August 1, 2024.

About Baltimore Center Stage:

Designated the State Theater of Maryland in 1978, Baltimore Center Stage provides the highest quality theater and programming for youth, families, and all members of our community under the leadership of Artistic Director Stevie Walker-Webb and Managing Director Adam Frank. BCS ignites conversations and imaginations by producing an eclectic season of professional productions across two main stages and an intimate 99-seat theater, and through engaging and inspiring community and education programs. Everything we do at BCS is led by our core values—chief among them being Access For All. Our mission is heavily rooted in providing active and open accessibility to our Mainstage performances, as well as education initiatives and community programming to everyone regardless of barriers, be it financial, racial, orientation, or other.