

OREGON **BALLET** THEATRE

KEVIN IRVING / ARTISTIC DIRECTOR

Title: Costume Project Supervisor
Department: Costume Shop - Production
Position Status: Seasonal, Part Time, Non-Exempt
Effective Date: December 2016

General Description: The Costume Project Supervisor shall be responsible for the project management of Oregon Ballet Theatre's seasonal costume builds. The position will cover the Winter (Swan Lake) and Spring (Terra) program costume builds for the 2016 – 2017 season. The position reports to the Director of Production. The successful candidate will work independently and as a team player with artistic and production staff to ensure all costume projects operate and run in an effective and efficient manner. The role requires the ability to communicate and coordinate with various constituencies from artists and staff to third party vendors and contractors. A background in project management with knowledge of costume shop operations, or previous experience as a costume supervisor or manager, with strong aptitude to manage deadlines and budgets, and work in a dynamic environment, are essential.

Essential Duties and Responsibilities:

- Project manage all aspects of assigned costume builds working in coordination with existing costume shop staff.
- Hire and manage seasonal/temporary costume shop staff to assist and complete costume builds.
- Have a creative sense and feel to understand, adapt, and realize the designs of the Costume Designer and vision of the choreographer and OBT's Artistic Director.
- Demonstrated knowledge and prior professional experience working in a costume shop, including but not limited to:
 - proficiency in cutting, hand and machine sewing, dyeing, painting, and decorating fabrics and costumes;
 - operating and maintaining industrial and domestic sewing and serger machines;
 - conducting fittings with maturity and sensitivity;
 - creating costumes without the aid of a prepared pattern, relying on knowledge of construction techniques to achieve desired design.
- Prepare realistic costume project schedules, ensuring deadlines are met.
- Organize costume project budgets, and manage to set parameters while adhering to company policies and procedures on expense management and controls with the Business Office.

Qualifications for Success:

- Positive attitude and exceptional work ethic.
- Strong written and verbal communication skills.
- Excellent attention to detail and organizational skills.
- Ability to work independently and with others as a team.
- Strong time and stress management skills.

Education and Experience:

- Minimum of 3 years' experience or equivalent knowledge in costume shop management with a proven track record of success in a highly dynamic environment.
- Proficiency with Microsoft Office Suite applications, including Word, Excel, and PowerPoint.
- Basic math skills, managing budgets, and valid Oregon Drivers' License are required.
- Background or experience in dance preferred, but not required.

Oregon Ballet Theatre is an equal employment opportunity employer. Our policy is to make all employment-related decisions without regard to an employee's race, color, creed, religion, age, national origin, marital status, mental or physical disability, sexual orientation, or any other basis prohibited by local, state or federal law. This policy applies to all personnel activities including employment, promotion, compensation and termination.

Oregon Ballet Theatre does not tolerate sexual harassment of any employee by another employee, supervisor, vendor, or customer for any reason.