

## **Our Mission**

Oregon Ballet Theatre is committed to sharing our passion for the expressive power of ballet, inspiring an enduring appreciation of dance, and connecting in meaningful ways to our community through excellence in performance, training and educational programs.

## **Our Vision**

To be an inclusive, relevant, and compelling company that reflects the essence of Portland, with artists of national caliber, a strong, unified and enthusiastic board, financial stability, and a reputation for being a great place to work. We are the gold standard for dance in our region, known for articulate, dynamic, and expressive work, on stage and off.

## **Job Title: Costume Shop Manager**

The Costume Shop Manager is responsible for all aspects of costume production and wardrobe operations for Oregon Ballet Theatre's main company, junior company, and school productions, and marketing, development, and outreach events.

The Costume Shop Manager works independently under general guidelines provided by OBT's Production Director or OBT2's Program Director. The work is nuanced as each production has its own unique requirements. The role manages the costume shop's daily operations, overseeing costume construction & repairs, fittings, rentals, budgeting, equipment maintenance, stock upkeep, and supervision of costume shop and union crews. The Costume Shop Manager also collaborates with designers and choreographers to achieve artistic goals within resource constraints. This position requires independent problem-solving and efficient prioritization in fast-paced production environments.

## **Essential Duties and Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Job Duties/Competencies:**

- Oversee all wardrobe-related hiring, onboarding, scheduling, training, evaluations, and payroll, including union and over hire personnel.
- Manage workloads to meet production deadlines and foster a supportive environment focused on skill development in patterning, draping, fitting, and construction.
- Ensure confidentiality, uphold safety standards, and maintain an inclusive, respectful workplace.

- Interpret and realize designers' visions with strong creative and construction skills, including pattern-free costume creation.
- Supervise all aspects of costume production: bids, alterations, maintenance, cleaning, hair/wig and makeup design, fittings, and storage.
- Conduct fittings with professionalism for company members, students, guests, and supernumeraries.
- Maintain detailed records: inventories, plots, dressing tracks, laundry charts, rentals, etc.
- Support marketing, development, and outreach with costume needs for photo/video shoots, touch tours, displays, and other events.
- Participate hands-on in construction, stitching, patterning, crafts, and hair/makeup work as needed.
- Oversee all backstage wardrobe operations at venues: setup, staff schedules, quick changes, laundry, repairs, and dressing rooms.
- Collaborate with the Production Director on budget planning, expense tracking, and reconciliation.
- Research and recommend capital purchases; serve as purchasing agent for supplies, dancewear, and shoes.
- Act as backup shoe manager—ordering, organization, dyeing, distribution, and repairs.
- Attend and contribute to meetings, rehearsals, run-throughs, and planning sessions.
- Prepare, pack, and transport costumes to and from venues.
- Assist with season planning, calendaring, and policy development for costume-related needs.
- Coordinate costume rentals: pricing, documentation, inventory, and shipping.
- Present costume processes for tours, events, and facility visits.
- Address concerns with active listening, follow-up, and solution-oriented responses.
- Perform additional duties as assigned.

### **Supervisory Responsibilities:**

The Costume Shop Manager provides direct supervision to varying numbers of temporary employees including a draper, firsthand, shoe manager, seasonal stitchers and craftspeople, volunteers, and union stagehands, depending on the size and complexity of the production.

### **Education and/or Experience:**

- Minimum 4-5 years' experience or formal training with in-depth knowledge in all aspects of theatrical costuming.
- Minimum 3 years' experience in the following areas:
  - Costume construction

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- Costume design
- Costume maintenance
- Training & management of (union stagehands (IATSE)/non-union crews)
- Dance/theatre production
- Nonprofit management
- Operations
- Budgeting
- Payroll
- Hiring
- Contracts
- Labor laws (unions, etc.)
- Scheduling
- Multitasking
- Interpersonal skills
- Cutting, hand & machine sewing/stitching, draping, patterning, altering, costume crafts such as dyeing, millinery, or leatherwork
- Operating and maintaining industrial and domestic sewing and serger machines
- Ballet shoe fitting
- Experience with makeup & wigs
- Experience with stretch fabrics
- Working with children

## **Computer Skills:**

- Microsoft Office Suite (Word, Excel, Outlook, Teams)
- Windows operating systems
- Experience with Asana a plus

## **Equity:**

OBT is committed to a diverse, racially and culturally inclusive, and equitable workplace in which differences broaden our awareness, enrich our daily experiences, and contribute to our collective strength. We seek to understand, acknowledge, and mitigate inequities in ballet in general, and at OBT specifically.

## **Our Culture:**

Across our organization, OBT is committed to creating a culture characterized by the

following: Kind. Positive. Solution-Oriented. Gratitude. Candid. Forgiving. Learning. Trust. Teamwork. Compassionate. Ambassadors. Accountable.

**Accommodation:**

As part of our commitment to equity, OBT will make reasonable accommodations to enable individuals who are differently abled to perform the primary responsibilities of this job.

**Security Clearance:**

OBT conducts background checks after a conditional offer of employment is made. A background check finding does not automatically preclude employment. OBT reviews the results of each background check individually and assesses them on a case-by-case basis for context and relevance to a job.

**Working Conditions:**

This role requires good physical health as the ability to lift at least 50 pounds in repetition is required.

**Work Schedule:**

This is a full-time position. Days and hours of work are generally Monday through Friday, 9:00 a.m. to 6:00 p.m. This position regularly requires extended hours and weekend work. Flexible scheduling of work hours is an option.

**Travel:**

Travel is primarily local during the day, evenings, and weekends. Some out-of-area and overnight travel may be expected.

**Compensation:**

This salaried position starts at \$50,000 - \$60,000 annually and provides full benefits, including employer-paid medical, dental, vision, life insurance; and 25 days off annually (15 days PTO and 10 holidays). In addition, employees may elect and self-fund the following benefits: 403(b) retirement plan; short-term and/or long-term disability insurance; flexible spending account for health-related expenses and/or childcare; and additional life insurance.

**Other Duties:**

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This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.