

COSTUME SUPERVISOR

Job Description

(revised August 2022)

The Organization:

Manoa Valley Theatre is a not-for-profit, tax-exempt 501(c)(3) semi-professional theatre organization which has been operating continuously since 1969. It produces an annual mainstage season of six productions in an intimate and flexible 185-seat, black box theatre. Play selections typically are drawn from recent Off-Broadway and Broadway seasons and include musicals, comedies and dramas. From time to time, special presentations are produced in a studio series between mainstage productions or on dark nights during the run of mainstage plays. The theatre is in production year-round, with a new play opening every other month, and each play being presented between 14 and 34 performances. The annual play production season begins in September. The theatre is run by a professional staff of seven and utilizes community volunteers in all areas of its operations.

Manoa Valley Theatre is a member of the American Association of Community Theatres (charter member), (Hawaii) Alliance for Drama Education, and Hawaii State Theatre Council.

Employment:

The Costume Supervisor is a member of MVT's professional staff and is directly responsible to the Production Manager. This position is flexible and salaried exempt. Benefits include health insurance, vacation and sick leave. Coverage is provided for workman's comp and temporary disability.

Pay: \$30,000 annually, plus design fees

General Responsibilities:

The Costume Supervisor is responsible for the construction, coordination and maintenance of all costumes and accessories for all productions and occasional special productions/presentations of Manoa Valley Theatre. The Costume Supervisor works closely with Guest Costume Designers to execute the costume designs for all productions at Manoa Valley Theatre. The Costume Supervisor is responsible for organizing and maintaining the costume work areas, dressing room, and storage areas of the theatre, and for maintaining the costume collection inventory. The Costume Supervisor will utilize volunteers to assist and will help in the recruitment and training of those volunteers. The Costume Supervisor will attend duly called staff meetings. Should the Costume Supervisor serve as the Costume Designer for any of the productions, they shall be additionally compensated for those designs.

MVT's Production Manager oversees and coordinates the day-to-day progress of all production areas. This includes production planning and preparation, readiness, budgets, schedules, and personnel. The Costume Supervisor is responsible to the Production Manager for fulfillment of specific responsibilities. These will be fulfilled as needed, according to the demands of the production schedule.

Specific Responsibilities Include:

- Work with the Guest Costume Designer to fulfill the specific costume needs for each production
- Job cost costuming plan including materials, rentals, maintenance and shipping, in compliance with established production budgets and established production schedule
- Develop and maintain digital inventory of costume stock
- Recruit volunteers to fulfill the construction phase of the production

Rehearsal/Construction phase of production:

- Assist with measurements and fittings for all cast members
- Attend production meetings
- Attend Costume Parade and PR photo call and assist with preparing the cast as needed
- Purchase supplies and materials, and receive their delivery
- Costume construction and/or alterations of any/all show specific costumes as needed
- Keep the guest Costume Designer and Production Manager informed on the progress of costume preparations including delays and potential problems

Tech Week and Performances:

- Setup any necessary costume equipment and offstage costume/ spaces needed for technical rehearsals
- Train costume crew members in the running of costumes for the show
- Attend the theatre on Opening Night and attend the post-performance reception as a member of the theatre's professional staff
- Monitor the condition of the costumes, and maintain communication/notes with the stage manager regarding any issues involving show costumes
- Perform routine costume maintenance and daily laundry on the costume inventory for the show

Post performances:

- Attend and participate in each production's "strike night" immediately following the closing performance; supervise dressing room cleaning, and perform all laundry and/or dry cleaning as needed
- Accomplish the return of borrowed or rented costumes, costume pieces, and accessories that were acquired for the production
- Strike the costumes and revert to stock those materials/items which can be reused for future productions
- Attend postproduction evaluations

Application:

Send cover letter and résumé outlining theatrical costuming experience to:

Executive Director
Manoa Valley Theatre
2833 East Manoa Road
Honolulu, Hawaii 96822
(808) 988-6131
E-mail: businessoffice@manoavalleytheatre.com

Position open until filled.

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