

COSTUME COORDINATOR

Job Description: Costume Designer

Starbound Theatre & Solano Community Players

Position Overview

We are seeking a talented and organized Costume Designer to coordinate and oversee costumes for productions by Starbound Theatre and Solano Community Players. This role combines artistic vision with practical skills, involving costume design, construction, and the use of existing stock to create visually compelling and cohesive designs. The Costume Designer will collaborate with creative teams to bring characters to life while managing resources efficiently across both organizations.

Key Responsibilities

- 1. Costume Design and Planning:**
 - Collaborate with directors to conceptualize and design costumes that align with the vision and style of each production.
 - Conduct research to ensure costumes are historically accurate or stylistically appropriate as needed.
 - Create sketches, renderings, or mood boards to communicate design ideas.
- 2. Costume Construction and Sourcing:**
 - Construct, alter, or supervise the creation of costumes, ensuring high-quality workmanship.
 - Source materials, fabrics, and accessories within budget constraints.
 - Pull, modify, and repurpose items from existing costume stock to meet production needs.
- 3. Inventory and Stock Management:**
 - Organize, maintain, and catalog shared costume inventory for both organizations.
 - Ensure costumes are properly stored, cleaned, and repaired after use.
 - Track inventory to avoid duplication and maximize resource sharing.
- 4. Production Coordination:**
 - Attend production meetings to collaborate with creative teams.
 - Take measurements, organize costume fittings, and make necessary adjustments.
 - Manage costume-related logistics during tech rehearsals and performances, including quick changes and emergency repairs.
- 5. Budget and Administrative Oversight:**
 - Develop and manage costume budgets for each production.
 - Maintain clear records of expenses and receipts.
 - Communicate regularly with both organizations regarding costume needs and timelines.

Qualifications

- Experience in costume design and construction, with a portfolio of theatrical work.
- Proficiency in sewing, pattern drafting, and fabric manipulation.
- Strong organizational skills and ability to manage multiple productions simultaneously.
- Knowledge of costume history, styles, and materials.
- Ability to work collaboratively with directors, performers, and production teams.

Preferred Qualifications

- Familiarity with the operations and values of community and youth theater.
- Experience managing or working with costume inventories.
- Comfortable with tight deadlines and problem-solving under pressure.

Schedule and Commitment

- Availability for design meetings, fittings, and rehearsals as required.
- Flexibility to work evenings and weekends during production periods.

Compensation

- Costume Coordinator Positions starts at \$24-\$26 per hour.

How to Apply

Interested candidates should submit a resume, cover letter, and a portfolio of design and/or construction work to starboundoffice@yahoo.com