

*Cincinnati Playhouse in the Park is an equal opportunity employer and encourages inquiries about this position from a broad spectrum of candidates reflecting the diversity of the community we serve.*

**Position:** Costume & Design Administrative Assistant

**Department:** Production

**Reports to:** Costume Shop Manager

**Classification:** Full-Time, Seasonal, Hourly

**Position Start Date:** ASAP

**Salary Range:** \$20 per hour

**Position Overview:**

A member of the costume shop, the Costume & Design Administrative Assistant is responsible for conferring with designers regarding pulled/rented/purchased items and shopping both online and locally for items to be used in productions. The position will maintain the costume inventory and operate the costume rentals program.

**Position Responsibilities:**

- Act as design assistant to Costume Designers on productions
- Consult with Costume Designers and Costume Shop Manager regarding sourcing and acquiring raw materials and manufactured goods and services for each production.
- Coordinate purchasing and returns, both online and locally for assigned productions.
- Oversee Costume Rentals program of outgoing rentals.
- Assist Costume Designers pulling from costume stock.
- Coordinate moving costumes to and from stock.
- Assist in providing rehearsal costumes as needed.
- Maintain costume inventory at CPIPs offsite facility.
- Organize and maintain costume shop accessory storage.
- Oversee shop supplies and inventory, as well as equipment maintenance.
- Assist Costume Shop Manager in expenditure tracking.
- Distribute fitting notes as directed by Costume Shop Manager.
- Act as shop support for show specific projects whenever possible.
- May serve as department representative for meetings, tech rehearsals, and other functions as directed by Costume Shop Manager.

**Essential Skills and Attributes:**

- Self-motivated and detail oriented with excellent interpersonal and communication skills.
- Familiar Microsoft office suite and on-line meeting platforms such as Zoom and data entry.
- Demonstrate leadership, work as part of a team, and provide cover and assistance as required.
- Able to work under the stress of deadlines and adapt to changing priorities.
- Able to handle a high volume of work and attend to numerous projects concurrently.
- Ability to read and disseminate information from design drawings.
- Familiarity with standard costume shop machinery (domestic sewing machines, industrial sewing machines, domestic over lock machines, industrial sergers)
- Thorough knowledge of costume design functions.
- Excellent time management

**Preferred Skills and Qualifications:**

- Experience or training in theatrical costume shop or related field.
- Practical experience in costume construction and maintenance (including sewing and craft skills)
- Experience in swatching.

**Work Environment and Physical Demands:**

- Comfortable climbing stairs and ladders
- Ability to lift/move up to 20lbs
- Driver's License
- Ability to work flexible schedule including nights and weekends.

All employees are required to receive the COVID19 vaccination unless a reasonable accommodation has been approved.

Cincinnati Playhouse in the Park continues to monitor the pandemic situation. Qualified candidates will be expected to comply with Playhouse's health and safety plan – while at work and outside work – that continues to be updated per latest state and Federal guidelines.

The physical demands and safe working expectations described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without reasonable accommodation.

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, requirements, or expectations of this



position. Cincinnati Playhouse in the Park reserves the right to revise or amend this description based on business needs or changes to the work environment.

This is a full-time, hourly position. Benefits include medical, dental, life and long-term disability insurance, paid time off, and 401k and 403b pension plans.

**To Apply:**

Qualified candidates should submit a cover letter, resume, and three references to Gordon DeVinney, Costume Shop Manager, ([gordon.devinney@cincyplay.com](mailto:gordon.devinney@cincyplay.com)). Review of materials will be done on a rolling basis until the position is filled. No phone calls, please.