



Job Description

Costume Coordinator

Organization Summary

The Unusual Suspects Theatre Company's mission is to mentor, educate, and enrich underserved youth through the creation of collaborative, original theatre. Our vision is a world where all youth are given the opportunities and support they need to succeed. Our expert team of Teaching Artists provide vulnerable adolescents with a voice that is heard and respected, which results in deep, tangible social and emotional growth, including increased confidence and an overall feeling of pride and empowerment.

Costume Coordinators oversee and implement all wardrobe aspects of our youth theatre programs. This independent contractor position is responsible for assessing the costuming needs of the artistic team and determining how to best accomplish productions in regards to costumes. Ideal candidates will be able to analyze scripts and production schedules to prepare a realistic costume budget and will manufacture or purchase costumes and pieces as needed.

Job Summary

- Pull costumes from US storage and use other resources. Shop and build what is necessary.
- Visit Program Site and meet with Artistic Team at least 1 month prior to performance date. Attend Production meeting, and visit site for fittings
- Must enjoy mentoring youth and have experience working in high needs communities.
- Responsible for maintenance & inventory of costume pieces. Including but not limited to:
 - Proper cleaning of all costumes after final performance.
 - Returning of all costumes to Unusual Suspects storage unit.
 - All cleaning/laundry costs must come out of budget.
- Must coordinate between Program Site and Program Management to access costuming needs, feasibility.
- Adhere to budget provided for each program. Submit budget report to Program Management, including all receipts and descriptions for the use of all materials purchased. Indicate any budget surplus. Consult with Senior Staff before spending more than the allotted budget.
- Adhere to US guidelines & policy and to those of the facility. Report any incidents or problems to Senior Staff and address according to US protocol.
- Maintain flexibility adjusting to unforeseen circumstances. Fill in where necessary.
- Report anything in the work that could be deemed controversial and/or present a possible obstacle to US programs continuing at the site.

Physical Requirements & Work Environment

- Must be flexible working in a fast-paced, non-profit environment.
- Must have a working knowledge of theatre productions and artist movement.
- Must have experience in theater education and interest in working with youth.

Salary & Schedule

This is an independent contractor position. Project payment is contingent upon full completion of project. Costumer is not an employee of The Unusual Suspects. Project rates are as follows:

- Pay \$625
- Budget \$300

Apply Today!

Send resume and cover letter to jobs@theunusualsuspects.org. Include in the subject line of your email the title of the position in which you are applying. No calls please.

