

**POSITION:** COSTUME SHOP MANAGER  
**POSTING DATE:** SEPTEMBER 25, 2024  
**STATUS:** FULL-TIME  
**REPORTS TO:** PRODUCTION MANAGER  
**POSITION AVAILABLE:** IMMEDIATELY



### **ABOUT ROUND HOUSE THEATRE**

Round House is a theatre for everyone. We enrich our community through bold, outstanding theatrical and educational experiences that inspire empathy and demand conversation. We work toward equity, diversity, and inclusion across all aspects of our organization; we highlight voices that have been historically misrepresented and under-resourced by the theatre field; and we ensure that our work is accessible to patrons of all ages, cultural backgrounds, economic groups, and physical ability. Our [organizational values](#) include a [commitment to be an anti-racist](#), anti-sexist organization. We actively encourage people from a variety of backgrounds with different experiences, skills, and stories to join us and develop our working practice.

Round House Theatre is one of the “Big Six” professional theatres in the Washington, DC area, with “a renovation matching [its] upgrade in recent years as a purveyor of dramatic art” (Peter Marks, *The Washington Post*). A nonprofit professional LORT theatre with an annual budget of more than \$8 million located in suburban Washington, DC (Bethesda and Silver Spring, MD), Round House produces a six-show season of new plays, modern classics, and musicals for more than 50,000 patrons each year at its newly renovated 350-seat theatre in Bethesda in addition to providing educational programs for more than 5,000 students of all ages at its six-classroom Education Center in Silver Spring, in schools throughout Montgomery County, and at the Bethesda theatre.

### **JOB DESCRIPTION**

The Costume Shop Manager will implement designs of the various Costume Designers engaged during the season. They will facilitate artistry at the highest possible level while working within the means of each production budget. As a member of the Production Team, they will collaborate to maintain a creative, supportive, and inviting environment for artists and staff. This position is based primarily out of our Administrative Offices in downtown Silver Spring but will be required to work out from our theatre in Bethesda as well as the costume storage facility in Rockville. Position will include weekend and evening hours for productions, meetings, opening nights, and other theatre-related events.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plan, evaluate, supervise, and budget all elements related to costuming of Round House productions. This will include costumes sourcing and building, millinery, hair, and makeup for Round House programming as well as preparing capital and small equipment budgets, reports, and projections for the costume department.
- Evaluate designs, assess show specific needs, and resolve costume-related concerns to ensure the artistic vision for the design is developed within the parameters of the production budgets.
- Implement costume designs to include shopping, pulling, renting pieces as well as building and altering costumes as necessary.
- Manage, track, and organize receipts across multiple ledgers. Participate in credit card statement bookkeeping needs.
- Serve as primary contact for costume designer from design development to finished product and coordinate all costume-related needs.

- Participate in Round House’s equity, diversity, inclusion, and accessibility (EDIA) efforts, including potentially serving on the rotating EDIA group and helping to fulfill and promote Round House’s mission and values.
- Work with Stage Management on creation of backstage run sheet as well as serving as the primary contact to Stage Manager and Wardrobe Crew for any costume-related needs during pre-production, rehearsals, and run of production.
- Searching and hiring overhire staff and wardrobe teams for each production
- Creating paperwork for all productions including costume plots, costume piece lists, preset lists, laundry lists, and arranging dry cleaning needs per production.
- Supervise costume building crafting overhire, as well as makeup or wig overhire staff and outside contractors as needed during build and tech period.
- Maintain Round House costume shop and storage locations and the associated equipment, supplies, and inventory stock to provide a safe, clean, efficient, and organized environment for costume creation.
- Administer the costume inventory and process incoming and outgoing loans, including those items acquired for RHT productions.
- Act as an advisor for the Teen Performance Company student costume designer and Professional Design Mentor. This may include teaching conceptual and practical elements of costume design, discussing ideas and monitoring progress, assisting with fittings, pulling, shopping, altering, and building costumes as necessary.

#### **PREFERRED QUALIFICATIONS AND CAPABILITIES**

*Where the qualifications are described in terms of formal education or direct work experience, Round House welcomes the substitution of relevant prior experience.*

- Extensive knowledge of the design process and of costume construction techniques, including the ability to cut, drape, and pattern required.
- Experience with costume crafts preferred.
- Ability to handle and supervise multiple projects simultaneously.
- Strong interpersonal, written, and oral communication skills.
- Driver’s license required; own car preferred.

#### **BENEFITS**

- Salary: Middle \$50K’s
- Health insurance – Choice of fully-funded HMO or optional PPO
- Dental, Life and Long-Term Disability Insurance
- Generous paid time off, including annual, personal, and sick leave

#### **HOW TO APPLY**

Submit a cover letter and resume to [jobs@roundhousetheatre.org](mailto:jobs@roundhousetheatre.org). Round House Theatre is an Equal Opportunity Employer. Candidates from diverse backgrounds are strongly encouraged to apply. For more information about Round House Theatre, please visit [RoundHouseTheatre.org](http://RoundHouseTheatre.org). No phone calls please.