

Position Summary: The King's College Theatre Department in Wilkes-Barre, PA invites applications for a Part-time Costume Shop Supervisor, beginning August 1st, 2021. Renewable on a semester-by-semester basis, with possible summer work, and with on-campus housing available.

The Theatre Department houses a small, liberal arts undergraduate program, and it oversees a 200-seat flexible black box theatre. The department produces four mainstage and several secondary productions each academic year.

Responsibilities: The ideal candidate should display a range of abilities in supervising a costume shop; organizing and maintaining shop and storage facilities; and performing related work. The Costume Shop Supervisor (CSS) is responsible for all wardrobe-related activities, including budgeting & expense reporting; creating wardrobe tracking/run sheets; quick change choreography; purchase and maintenance of wardrobe equipment & supplies; cleaning; costume repairs; wig maintenance; and training and supervision of costume shop crew work to meet production deadlines. All costume shop hours and costume crew calls are run by the CSS at flexible times Monday through Friday, with additional weekend/evening hours as required. The CSS attends all weekly production meetings and technical/dress rehearsals and splits all site/on-call duties with other staff members. If qualified, compensation opportunities available for teaching and costume design.

Required Qualifications: Bachelor of Arts degree in Theatre preferred. Successful candidate will be a self-motivated, reliable individual with professional backstage demeanor and excellent leadership, interpersonal, and time-management skills. Candidate should be proficient in hand and machine sewing techniques and equipment; fabric care and cleaning methods; patterning; and basic wig styling skills. Candidate with experience in or knowledge of Advanced Hair & Makeup, Costume History, Costume Construction and/or Costume Design is preferred.

Applicants should submit a cover letter, sample portfolio, and any other pertinent evidence of experience to Department Chairperson, Dave Reynolds via email at davereynolds@kings.edu. Candidates may be asked to conduct an interview via phone or on Zoom.