
TOWN HALL ARTS CENTER

Costume Designer position

Position: Costume Designer

Reports to: Production Director and Executive Director

Contract and paid position

Recruitment ongoing

Responsibilities include:

- Read script and create costume breakdown
- Collaborate with production director for accuracy throughout rehearsal process.
- Compile research for costumes.
- Participate in rendering, display, and presentation process as appropriate.
- Attend production meetings.
- Attend rehearsals and run-thrus as necessary.
- Attend all dress rehearsals (and note sessions after each).
- Build, pull, and alter all costumes as necessary for the production
- Produce paperwork
 - Build and maintain show bible.
 - Compile design notes from fittings.
 - Build and maintain piece list: the inventory of each piece of clothing and accessory for each performer.
- **Utilize Town Hall Arts Center's costume storage when possible**
- May conduct certain business as capable/appropriate; facilitate swatching, shopping, rental arrangements, ordering, supervising alterations and/or craft projects.
- Responsible for knowing and keeping within budget.
- Process returns and reconciles the budget and show records in a timely manner.
- Strike all costumes to their appropriate homes after the production

Interested? Please send your resume and theater background to:
Cheryl McNab, Executive Director, cmcnab@townhallartscenter.org