

# THE KALAMAZOO CIVIC THEATRE

## Job Description

Date: March 17, 2011

Job Title: Costume Design Intern

Department: Production

Reports To: Resident Costume Designer

### **Definition:**

Under the supervision of the Resident Costume Designer, performs the administration of the design and creation of assigned costumes for Civic productions; performs related duties as required.

### **Scope of Responsibilities:**

1. Designs, sews, repairs, adapts and alters costumes for Civic productions as assigned.
2. For those productions to be designed, performs all duties completed by the production Costume Designer:
  - a. Studies script and provides appropriate information including scene breakdown, costume breakdown and dressing lists.
  - b. Prepares for and attends scheduled production meetings with the artistic team.
  - c. Performs applicable research on plays.
  - d. Generates renderings and/or working drawings for characters in script.
  - e. Selects, orders and purchases appropriate fabric and materials for costume construction within the production schedule.
  - f. Attends all fittings for the designed production.
  - g. Attends dress rehearsals.
3. Directs the maintenance of the shows they design (draw up laundry lists, set up wash schedules, check to make sure repairs are covered, etc.).
4. Responsible for organizing, training, and supervising student running crews for Civic Youth Theatre productions.
5. Assists the Costume/Wardrobe Assistant to restock costumes after strike as needed.
6. Performs costume shop maintenance under the direction of the Costume Shop Manager.
7. Maintains wig styles as needed during a production.
8. Performs other duties as assigned by the resident Costume Designer.

### **Minimum Qualifications:**

1. Some prior experience in design, including rendering and sketching
2. Experience in costume construction.
3. Excellent sewing skills.
4. Must be able to perform applicable research (costume history, etc.)
5. Must be able to work well with others.
6. Must be able to lift 40lbs.
7. Must be able to carry a 40lb. bin up a flight of stairs
8. Must be able to climb and work from a ladder.
9. Must have or have the ability to obtain a valid driver's license.

**Desirable Qualifications:**

1. BA or BFA in Design
2. Draping skills
3. Previous experience supervising wardrobe and makeup technicians.
4. Previous experience supervising minors.