

PAPER MILL PLAYHOUSE

Job Title: Assistant Costume Shop Manager

Location: On-site, New York City, New York & Millburn, New Jersey

Reports to: Costume Shop Manager

Status: Full-Time / Benefits Eligible / Exempt

Position Overview

Under the direction of the Costume Shop Manager, the Assistant Costume Shop Manager supports the successful execution of costume designs for Paper Mill Playhouse productions. Working closely with the Costume Shop Manager, this position assists in the construction, purchasing, rental, and coordination of costumes for five mainstage productions each season. The role supports costume shop operations, fittings, purchasing, production documentation, and logistics to ensure costumes are produced, acquired, and delivered on time and within budget. The Assistant Costume Shop Manager collaborates with costume designers, artisans, wardrobe staff, and production personnel throughout the production process.

Key Responsibilities and Duties:

- Attend costume fittings; take notes and photographs and provide support to the Costume Designer and Assistant Costume Designer.
- Maintain and organize cast measurements, fitting notes, and costume reference photographs.
- Assist with the creation and maintenance of electronic costume bibles and other production documentation for each production.
- Attend technical rehearsals and provide costume department support as needed, including notetaking, errands, understudy fittings, and other production-related tasks.
- Assist with the packing, transportation, and tracking of costumes between NYC costume shop and the theater.
- Source and purchase fabrics, costume pieces, and other supplies in NYC and during technical rehearsals in NJ.
- Coordinate transportation and meal arrangements for NYC-based stitching personnel working in NJ.
- Facilitate and communicate daily shopping and sourcing requests between drapers and shoppers.
- Coordinate purchasing and procurement of fabrics, costume materials, and costume shop supplies.
- Assist with maintaining the organization, cleanliness and day-to-day operations of the costume shop
- Maintain costume shop/production records and documentation.
- Perform other costume shop and production related duties as assigned.

Qualifications and Experience

- Minimum of 2 years of professional experience in theatrical costume construction, costume production, or a related field; equivalent combinations of education, training and experience will be considered.
- Strong organizational skills and attention to detail.
- Valid unrestricted Driver License.
- Commitment to equity, diversity, and inclusion, with the ability to interact effectively with people of different cultures and socio-economic experiences, free from prejudice and aggressions.
- Alignment with Paper Mill Playhouse's mission and values.

Working Conditions & Physical Requirements

Position is based primarily in the Costume Shop located in New York City and requires regular daytime business hours. Local travel on a regular basis is required. Attendance at technical rehearsals and other production

activities in New Jersey is required. Ability to move throughout theater facilities, including mainstage, backstage, dressing room, and production support areas during rehearsals and performances. Ability to lift, transport, and move costume racks, garment bags, boxes, fabrics, and supplies. Hotel accommodations in New Jersey will be provided for New York City-based employees during technical rehearsal periods, as needed.

Compensation

The salary for this position is \$55,000-\$58,000 annual commensurate with experience. Paper Mill Playhouse offers a competitive benefits package including medical, dental, vision, life, and AD&D insurance; paid time off; pre-tax flexible spending accounts; 403(b) matching contributions of up to 3% of salary; and access to various performances, educational events and professional opportunities.

To Apply

Paper Mill Playhouse is committed to attracting individuals of diverse backgrounds and experiences. We strive to provide our staff a nurturing and inclusive environment, equal for all employees and optimal for success. Paper Mill celebrates diversity and believes it enriches both our work environment and the work on our stage.

Send your resume and cover letter describing how your experience makes you the right candidate to **Recruiting@Papermill.org** with the subject line: **Assistant Costume Shop Manager**. Please indicate your earliest availability for a start date. No phone calls, please.

About Paper Mill Playhouse

Founded in 1934, Paper Mill Playhouse has been a cherished New Jersey arts institution for more than 90 years. Paper Mill brings new American Musical Theater to life, with a national reputation that continues to grow. Through collaborations with other regional theaters, leading independent and major commercial producers, Paper Mill serves more than 200,000 audience members annually with productions ranging from celebrated revivals to groundbreaking new works. In 2016, Paper Mill received the Regional Theatre Tony award in recognition of its contribution to the national field, the industry's highest honor.

Paper Mill Playhouse facilities include a 1,150-seat theater with attendant backstage dressing rooms, offices, and production support areas; front-of-house lobbies with bars, concessions and restroom facilities; a 100-seat restaurant; a house with two apartments; 2,500 square feet of education studios; three parking lots and surrounding grounds.

Our Mission

Paper Mill Playhouse entertains, inspires, and enriches lives. As the nation's premier musical theater, we foster a creative environment to advance the art form, educate students, develop future theater lovers, nurture inclusion, and provide access for all.

Paper Mill Playhouse is an **Equal Opportunity Employer** where the spirit of inclusion feeds into everything we do. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates. We strive to create opportunities, access, resources, and rewards that are available to benefit everyone. *Paper Mill Playhouse* is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender equity, gender expression, and veteran status.