



Flat Rock Playhouse, the State Theatre of North Carolina, enriches lives through the art of theatre by nurturing talent, inspiring creativity, and encouraging growth.

Founded in 1952 as the Vagabond School of the Drama by the Vagabond Players, this mission builds on the Vagabond legacy of excellence in production, education, life-long learning, and a unique family bond that extends to its community of patrons, supporters, and partners – the Vagabond family spirit.

Flat Rock Playhouse is a 501(c) (3) non-profit charitable organization.

JOB DESCRIPTION

Job Title: Assistant Costume Shop Manager / Head Stitcher
Salary & Benefits: \$16.50-18.50 an hour (plus overtime after 40 hours)
Eligible for Insurance Benefits after 90 days
Housing provided as availability permits
Department: Costumes
Reports to (Position): Costume Shop Manager / Resident Costume Designer

Dates of Employment: April 1 – December 1, 2024

SUMMARY: The Assistant Costume Shop Manager reports to the Costume Shop Manager (CSM)/Resident Costume Designer and is the direct supervisor of stitchers. This person is jointly responsible for all information that is relevant to the costume shop and should be able to step in as needed for the Costume Shop Manager. The Assistant Costume Shop Manager may be assigned designs for smaller productions when production overlap warrants it.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain organization for show, laundry room, and shop.
- Maintain a clean workspace
- Costume construction and modification, stitching, draping, pattern making as assigned by CSM.
- Supervise and provides stitchers with necessary drawings, measurements, and explanations to carry out construction of garments
- Participates in Load-In and strike.
- May design one or more shows for the season.
- Liaison to Guest Costume Designers.
- Attends fittings as necessary
- Commitment to the training and professional development of entry level theatre artists.
- Complete required parking shifts during show runs along with other staff as assigned by production management
- Other duties deemed necessary

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's Degree in theatre/related field or commensurate experience.
- 5 years experience working in costumes for theatre preferred.
- Required: High school diploma or equivalent.

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to lead and supervise
- Ability to communicate well verbally, visually, and written
- Ability to draft patterns from measurements
- Ability to manipulate commercial patterns
- Ability to drape garments
- Ability to cut patterns from fabric



Assistant Costume Shop Manager / Head Stitcher Job Description (cont.)

- Ability to Modify and alter existing garments
- Knowledge of advanced sewing techniques
- Knowledge of laundry and stain removal practices
- Basic understanding of hair and makeup
- Understanding of shoe maintenance and repair
- Ability to understand and interpret fitting notation
- Valid Driver's License and car

Flat Rock Playhouse is making every effort for the health and safety of the acting company, volunteers, staff, and patrons during the COVID-19 pandemic. Along with following any Federal, State, and Local mandates, Flat Rock Playhouse will be operating under the Actors Equity Association fully vaccinated guidelines.

Flat Rock Playhouse strives to create a diverse and inclusive environment. All candidates will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability or age. Candidates should demonstrate empathy, flexibility, and a strong commitment to building diverse teams. BIPOC and LGBTQIA+ individuals are encouraged to apply.

Revised 11/20/23