

## Job Description: Costume Director - Lyric Theatre of Oklahoma

<b>Department:</b> Production	<b>Pay Classification:</b> Salaried \$55,000-60,000
<b>Reports To:</b> Production Manager	<b>FSLA Status:</b> Exempt
<b>Job Summary:</b> <ol style="list-style-type: none"> <li>1. The Costume Director/Designer is the head of the Costume Department for Lyric Theatre of Oklahoma and is responsible for the artistic leadership and administrative management of all costume, wardrobe, and hair/wig/makeup operations for the organization.</li> <li>2. This position oversees the costume shop, wardrobe operations, and rental inventory systems; supervises all costume department staff and overhire personnel; manages departmental budgets and production timelines; and ensures successful execution of costume design, construction, maintenance, and run-of-show needs for all productions.</li> <li>3. The Costume Director/Designer will serve as Costume Designer for a minimum of two productions per season, as assigned.</li> </ol>	
<b>Minimum Required Education:</b>  Bachelor's degree in Costume Design, Theatre, Fashion, or related field OR a combination of education and professional experience that yields the required knowledge, skills, and abilities.	<b>Minimum Required Experience:</b> <ul style="list-style-type: none"> <li>• Minimum of 4 years professional costume shop experience.</li> <li>• Minimum of 2 years supervisory and budget management experience.</li> <li>• Professional costume design experience required.</li> <li>• Professional costume construction experience</li> </ul>
<b>Required Knowledge, Skills, and Abilities:</b> <ul style="list-style-type: none"> <li>• Advanced knowledge of costume construction, draping, tailoring, patternmaking, fabric types, dyeing, and costume history</li> <li>• Working knowledge of wigs, hair styling, and stage makeup practices</li> <li>• Experience managing costume rentals, inventory systems, and stock organization</li> <li>• Strong budgeting, planning, and production scheduling abilities</li> <li>• Ability to execute designs within established budgets</li> <li>• Experience hiring, supervising, and developing staff and overhire labor</li> <li>• Strong organizational skills and attention to detail</li> <li>• Ability to manage multiple productions and deadlines simultaneously</li> <li>• Working knowledge Google Workspace</li> <li>• Ability to communicate effectively both orally and in writing</li> <li>• Ability to build collaborative relationships across production departments</li> <li>• Ability to adapt to changing production needs and timelines</li> </ul>	

**Essential Job Functions:**

- Oversee and manage all costume shop, wardrobe, and hair/wig/makeup operations
- Supervise Costume Shop Manager, Wardrobe Supervisor, stitchers, overhire personnel, and wig/makeup staff
- Establish and manage costume, wardrobe, and hair/wig/makeup budgets
- Develop production calendars and ensure deadlines are met
- Attend production meetings, fittings, technical rehearsals, and performances as required
- Collaborate with directors, designers, stage management, and production staff
- Design costumes for a minimum of two productions per season
- Supervise costume construction, fittings, alterations, and run-of-show wardrobe execution
- Oversee costume stock, storage areas, and rental inventory systems
- Supervise the staff member responsible for costume rentals, including inventory maintenance and rental coordination
- Ensure safe and hygienic practices in costume, wardrobe, and hair/wig/makeup operations
- Maintain costume shop equipment and coordinate maintenance as needed
- Perform additional design and production-related duties as assigned

**Other Information:**

This is an on-site position requiring regular evening and weekend hours during rehearsals and production runs.

**Physical Requirements:**

- Must be able to converse in person and via phone
- Must be able to lift, push, pull, or maneuver up to 45 pounds, alone or with assistance
- Must be able to stand for extended periods
- Must be able to work in backstage environments including low lighting and moderate to high noise levels
- Must be able to reach overhead, climb stairs or ladders, kneel, and work in active production environments