

Tuesday, October 14, 2014

## Costume Coordinator

Company: Cedar Lake Contemporary Ballet  
Location: New York, NY

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### Costume Coordinator

Founded in 2003, Cedar Lake Contemporary Ballet has distinguished itself through both its exceptionally talented corps of sixteen dancers and its concurrent emphasis on acquiring and commissioning new works by the world's most sought-after choreographers.

This is an exciting full-time opportunity for an individual looking to be involved in many aspects of an internationally acclaimed dance company. The ideal candidate is energetic, proactive, creative, detail oriented, well organized, and interested in the performing arts, with 3+ years of experience in costume shop management and costume construction.

#### Job Description: Responsibilities and Duties

Work with Production Manager and guest designers to ensure that all show builds are completed on schedule, on budget and within Company guidelines and expectations.

Attend production and design meetings

Oversee the costume shop, construction and stock inventory for all Company productions, including the purchase and manufacture of custom foundation garments.

Interpret costume design sketches.

Demonstrate advanced knowledge of fabric dying and painting techniques.

Oversee the draping, patterning and cutting for all 'Company productions.

Oversee construction of costumes.

Determine materials list, garment construction procedures and labor hours.

Manage new costume builds and oversee costume fittings and repairs.

Maintain costume inventory for Company including understudy costumes and replacement costumes.

Hire and supervise additional freelance Costume Shop Staff as needed to complete all wardrobe-related tasks.

Oversee, as needed the Wardrobe Supervisor on set-up, running, maintenance, repair and strike of costumes for all performances and tech rehearsals at home and on tour.

Recommend capital purchases and shop improvements. Order all necessary materials and supplies.

Source fabrics, trims and notions and advise on costume construction technique. Create mock-ups (or supervise staff in creation of mock-ups) of costumes from designer sketches and notes.

Oversee production, quality standards and design aesthetics of all costumes.

Oversee general shop budget and ensures Costume Shop Supplies and Inventory Stock are maintained and all equipment is in good working order.

Please respond with resume and a cover letter that includes salary requirements to [info@cedarlakedance.com](mailto:info@cedarlakedance.com). Costume Coordinator listed as the Subject. No calls. Salary & benefits commensurate with experience. EOE

Website: <http://www.cedarlakedance.com>

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