

J O B D E S C R I P T I O N



POSITION: COSTUME SUPERVISOR
REPORTS TO: Production Manager
DEPARTMENT: Production
STATUS: Full-time, Exempt
START DATE: August 2025 (Negotiable)
COMPENSATION: \$68,640-\$71,000 Annually

ABOUT THE POSITION

South Coast Repertory's Costume Supervisor oversees operations of the Costume Shop and Wardrobe departments and project manages the relevant needs for SCR's 8-show season, conservatory productions, and special events. This role leads and motivates a team of full-time and overhire stitchers, cutters/drapers, first hands, design assistants, the wardrobe supervisor, and dressers. A great fit for this role means you enjoy collaborating with a diverse team of designers and creative problem-solving in a fast-paced environment.

ABOUT THE ROLE

Department Leadership

- Lead and motivate the Costume Shop and Wardrobe team through completion of assigned projects. As the departmental supervisor, this includes hiring and training as needed and maintaining overhire schedules.
- Provide regular feedback and lead annual evaluations for all full-time Costume Shop and Wardrobe staff.
- Build and maintain pool of overhire pool for show-to-show Costume Shop and dresser positions.
- Collaborate with other Production departments on scheduling, shared spaces, and other needs.
- Attend and participate in all Production Meetings and Tech Notes and relay information to the Costume Shop.

Costume Operations

- Coordinate and supervise all costumes, jewelry, and other costume elements to be constructed, purchased, rented, borrowed or pulled from stock for all SCR productions.
- Collaborate with Costume Designers and Directors to achieve their vision for each production.
- Ensure that all costumes and accessories are completed to approved designer's specifications for Opening.
- Review production notes from rehearsals and performances, assign, and supervise costume staff toward their completion. Respond in writing as appropriate.
- Research the cultural relevance and safety practices for wearing costumes, undergarments, accessories, etc. related to the productions' heritage or actors' gender expression.
- Arrange daily fitting schedules with Stage Management throughout rehearsal periods.
- Report to Production Management build and budget status as shows progress through the shop.
- Oversee theatre's costume inventories, work/storage spaces, shop supplies, and repair of shop tools and equipment.

Administration & Budgeting

- Manage all seasonal costume and wardrobe related budget tracking and forecasting.
- Provide labor and materials cost projections required to produce, purchase or rent all costumes as part of season budgeting process, based on scripts and Costume Designers' renderings.
- Work with the Costume Designer towards managing labor and materials costs for each production. Complete all show costume elements in a timely manner within budget.
- Manage costumes rental business including budget, pricing, selection process, invoicing, pickup, and return of all stock costumes rented from SCR.

ABOUT THE PERSON

Qualities and skills that best serve a Costume Supervisor may be:

- 3+ years professional costumes and wardrobe department leadership experience
- Strong costume construction skills and quick rigging practices
- Knowledge of time period appropriate garments, accessories, and fabrics
- Proven leadership abilities and an interest in sharing skills and knowledge with a diverse team
- Ability to remain flexible and adapt to changing priorities in a fast-paced environment
- Experience with Microsoft Office Suite and SharePoint highly desired
- Dedication to sensitivity of culture and privacy of Actors during measurements, fittings, and dressing
- Weekend or evening availability occasionally required
- Commitment to equity, diversity, inclusion and belonging and enthusiasm to nurture an anti-racist work culture

WORKING CONDITION

Regular tasks of this position may include:

- Standing for 4-6 hours at a time
- Sitting for 2-3 hours at a time
- Regularly crouching, reaching, and kneeling
- Pushing, pulling, & lifting 20-40lbs alone or with assistance
- Occasionally working in dark theatre auditorium or backstage

COMPENSATION

SCR offers a comprehensive compensation and benefits package including a retirement plan with an employer match, escalating paid vacation, sick, mental health days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance.

TO APPLY

To be fully considered, interested candidates should send a cover letter, resume, 3 references to: production@scr.org. Please indicate in the cover letter how you heard about this position.

ABOUT THE COMPANY

Tony Award-winning South Coast Repertory, founded in 1964, is led by Artistic Director David Ivers and Managing Director Suzanne Appel. SCR is widely recognized as one of the leading professional theatres in the United States. While its productions represent a balance of classic and modern plays and musicals, SCR is renowned for its extensive new-play development program—The Lab@SCR—which includes one of the nation's largest commissioning programs for emerging, mid-career and established writers. Of SCR's more than 500 productions, one-quarter have been world premieres. SCR-developed works have garnered two Pulitzer Prizes and eight Pulitzer nominations, several Obie Awards and scores of major new-play awards. Located in Costa Mesa, Calif., SCR is home to the 507-seat Segerstrom Stage, the 336-seat Julianne Argyros Stage and the 94-seat Nicholas Studio.

SCR is a proud equal opportunity employer, embraces diversity and is committed to creating an inclusive environment for all employees.