

Position Description

Job Title:	Costume Design Intern		
Reports to:	Resident Costume Designer	Full Time	
Supervisory Responsibilities:	No	FLSA Status:	Exempt

Position Summary

The Kalamazoo Civic Theatre is seeking a skilled Costume Design Intern to join its creative team. A successful candidate will have excellent sewing skills, a positive attitude and an eagerness to learn all aspects of costume design.

Essential Functions:

- Design, sew, repair, adapt and alter costumes for Civic productions as assigned
- Design hair and makeup for productions
- Perform all duties assigned by the production Costume Designer, including but not limited to:
 - Study script and provide appropriate information, including scene breakdown, costume breakdown and dressing lists
 - Prepare for and attend all scheduled production meetings with the artistic team
 - Perform applicable research on plays
 - Generate renderings and/or working drawings for characters in script
 - Select, order and purchase appropriate fabric and materials for costume construction within the production schedule and budget
 - Attend all fittings for the designed production
 - Attend dress rehearsals for assigned productions
- Direct the maintenance of the shows they design (draw up laundry lists, set up wash schedules, check to make sure repairs are covered, etc.)
- Responsible for organizing, training, and supervising student running crews for Civic Youth Theatre productions
- Assist with restocking costumes after strike as needed
- Perform costume shop maintenance under the direction of supervisor
- Maintain wig styles as needed during a production
- Perform other duties as assigned by the Resident Costume Designer

Qualifications and Skill Requirements

- BA or BFA in Design strongly preferred
- Prior experience in costume design and construction, including rendering and sketching
- Excellent sewing skills; draping skills a plus
- Must be able to perform applicable research (costume history, etc.)
- Must possess the ability to interact with diverse audiences, including artists, staff, patrons, and volunteers in a professional and confidential manner
- Previous experience supervising wardrobe and/or makeup technicians is a plus

Physical Requirements:

- Must be able to lift 40lbs
- Must be able to carry a 40lb. bin up a flight of stairs
- Must have the ability to climb a ladder
- The physical ability to travel between the various CIVIC building locations is required
- Reasonable accommodations will be made to enable individuals to perform essential functions.

The Kalamazoo Civic Theatre is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive work environment that inspires all individuals and provides a work environment free of discrimination and harassment.