**Costume and Props Coordinator**

Status: Full-Time, Hourly, Non-Exempt

Hours: Approx. 30-40 hours per week (weekend work required)

Wage: $22/hour

Start Date: ASAP

Company Overview:

Founded in 2003, San Francisco Playhouse has grown to be the second largest non-profit theatre company in San Francisco. Powered by a team of energetic and innovative theatre lovers, we present a six-play mainstage season that includes world premieres, musicals, and off-Broadway plays that embrace the founding mission to serve as our community’s Empathy Gym. In addition to onstage programming, we sponsor a Rising Star Education Program for high school students, commission new playwrights, and have a second, Sandbox Series of world premieres to promote new playwrighting talent. Refer to sfplayhouse.org for more information about our company

Summary:

Costume & Props Coordinator must have a love for theater and commitment to maintain the design of a designer. They ensure all wardrobe and props are maintained, repaired, or replaced during the run of each show. Coordinator must be capable supporting the Costume and Prop designers and build needed costumes or props. They will also assist designer or production manager with projects.

Requirements:

* Excellent skill in costume technology, building and repairing
* Knowledge of measurements in relation to clothing sizes
* Capability to work in a fast-paced environment
* Ability to work independently Recommended but not required
* Licensed to drive a large truck or van to pickup/deliver

Responsibilities include but not limited to:

* Assist costume designer
  + With measurements and fittings.
  + With alterations and quick rigging.
  + Costuming understudies
  + Show laundry and dry-cleaning coordination.
  + Maintain costumes throughout the run
  + Assist with returns
* Assist props designer
  + Pulling rehearsal props from stock
  + Load in props/furniture for shows
  + Building props
* Assist production team
  + Storage organization and documentation.