

Assistant Costume Director

Rate: \$23–\$25 per hour

Hours: 10–20 hours per week (weekends required)

Founded in 2003 as a non-profit organization, San Francisco Playhouse is the Bay Area's premiere mid-sized theatre company. We are searching for a dynamic and enthusiastic Assistant Costume Director to join our Production team. The Assistant Costume Director is responsible for supporting the Costume Director and all Costume Designers throughout the realization and maintenance of costume designs and elements for production. This position plays a crucial role in the costume shop and wardrobe department, ensuring that all aspects of costume management are handled efficiently and effectively. Collaboration and teamwork are essential for the successful execution of costume-related tasks, contributing significantly to the overall success of each production.

The Assistant Costume Director reports to the Costume Director.

Key Responsibilities Include (but are not limited to):

- Assisting in the creation, acquisition, fitting, and alteration of costume elements.
- Helping maintain costume bibles and related documentation.
- Reading and analyzing scripts to assist with costume tracking and quick-change planning.
- Assisting with fittings: labeling costume pieces, setting up racks, taking fitting notes, and restoring costumes after use.
- Coordinating the maintenance, restoration, and return of rental inventory.
- Assisting with the purchase, tracking, and return of purchased costume elements.
- Creating and submitting piece lists and costume photos to the production team.
- Anticipating the needs of costume designers and coordinating costume transportation and production shopping.
- Tracking the status and location of each costume element from initial receipt through fitting, alteration, and final return.
- Maintaining organization and documentation of the costume stock.
- Assisting with production costume notes as requested by actors and crew.
- Attending designer run-throughs, tech rehearsals, and assigned production meetings.
- Maintaining a clean, safe, respectful, and collaborative work environment.

Qualifications:

- Working knowledge of all aspects of theatre production.
- Strong organizational skills.
- Thorough understanding of costume design and construction processes.
- Training or experience with tailoring, altering, and stitching.
- Ability to work productively under time pressure and meet deadlines.

- Excellent written, oral, and visual communication skills.

Physical Requirements:

- Ability to climb ladders and work at various heights as needed.
- Ability to lift, carry, and move items weighing up to **50 lbs.**
- Must be able to stand, bend, and move for extended periods during rehearsals and performances.

Benefits

- San Francisco Sick Leave
- Paid Holidays
- Workers Compensation
- Commuter Benefits
- Retirement Savings Plan Enrollment
- Complimentary Performance & Event Tickets
- Qualified Medical Expense Reimbursements

How to Apply

Please submit your resume and a cover letter outlining your relevant experience along with three professional references to jobs@sfplayhouse.org.

We are an equal-opportunity employer and encourage applicants from all backgrounds to apply.