



Lookingglass Theatre Company, a nationally recognized ensemble theatre company located in Chicago Illinois, seeks an enthusiastic team player to serve as Costume Shop Assistant for our upcoming production of *Frankenstein*.

Ideal Candidate will possess the following qualifications:

- Outstanding attention to detail
- Ability to excel in fast-paced, quickly changing environment
- Comfortable delegating work and supervising up to three stitchers
- Excellent verbal & written communication skills
- Positive attitude
- Punctual and deadline oriented
- Able to maintain an organized and clean workspace
- Ability to lift 30 pounds and stand for long periods of time

Minimum Required Experience:

- 1 year of shop assistant, assistant shop management or other supervisory experience at collegiate level or higher
- Strong hand and machine stitching skills
- Excellent alteration skills
- Familiarity with fitting & tailoring
- Experience and interest in patterning/draping strongly encouraged

Dates as follows:

Frankenstein

Tuesday April 9, 2019 – May 19, 2019

This position is hired per show. Please indicate your availability in your cover letter. This position is paid \$16/hour. OT is paid at time and a half. This position requires evening and weekend availability.

Qualified applicants should send a cover letter, resume, and three references to Angela Enos at [aenos@lookingglasstheatre.org](mailto:aenos@lookingglasstheatre.org). Please include COSTUME SHOP ASSISTANT in the subject line. Applications will be accepted through March 03, 2019. No phone calls please.