



Lookingglass Theatre Company, a nationally recognized ensemble theatre company located in Chicago Illinois, seeks an experienced and enthusiastic **Costume Shop Manager**. Lookingglass Theatre is an Equal Opportunity Employer.

Responsibilities include but are not limited to:

- Management of Costume Shop and Costume Storage
- Produce documentation for the planning and execution of all necessary production aspects as well as developing and implementing plans for the organization's long term growth
- Ensure the timely research, materials sourcing and completion of costumes and other production related items
- Hire stitchers, artisans, assistant costume shop manager, and design assistant as appropriate for each production keeping within the organization's budgetary requirements
- Maintain and ensure the safety of the costume shop, all tools and equipment and conduct shop operations in accordance with the best practices for safety and efficiency
- Attend production meetings and technical rehearsals as needed
- Work with designers, directors and other team members to ensure the safe realization of each production within budget and to the highest standards
- Oversee and create production related paper work including, but not limited to a robust per show Costume Bible, written maintenance routines and budget tracking using Excel.
- Ensure timely repairs and supervise costume maintenance during production runs
- Oversee and lead all load ins and strikes of each production
- Provide support for events such as Season Photos and Gglassquerade
- Support basic costume needs for yearly Young Ensemble performances
- Maintain Costume Stock
- Manage Costume rentals

The ideal candidate will possess the following qualifications:

- 3+ or more years of experience in a leadership position
- Good written and verbal communication
- Excellent time management skills
- Strong hand and machine sewing skills

This position is full-time exempt, with a salary range of \$32,000-\$35,000. Benefit package includes health insurance, generous vacation and paid holidays.

Qualified applicants should send a cover letter, resume, and three references to Sarah Burnham at [sburnham@lookingglasstheatre.org](mailto:sburnham@lookingglasstheatre.org). Please include **COSTUME SHOP MANAGER** in the subject line. Applications will be accepted through August 3. No phone calls please.