

Hiring Company Name:	Texas Ballet Theater
Hiring Company Industry:	Performing Arts
Position Title:	Wardrobe Assistant Manager, Exempt
Reports To:	Wardrobe Manager, Production Director
Location:	Fort Worth and Dallas, Texas

Organization Overview

The mission of Texas Ballet Theater (TBT) is to create, present and tour world-class ballet, from classical to cutting-edge, and promote its appreciation, accessibility, and technical mastery among students, pre-professionals, and audiences of all ages. We are honored to be the only arts organization to serve as resident company for both leading performance venues in Dallas and Fort Worth – the Winspear Opera House and Bass Performance Hall. Our internationally recognized Company is built on a rich 60+ year history and boasts a repertoire that is creative, artistically expressive, and collaborative.

Texas Ballet Theater is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Texas Ballet is committed to equality and social justice. We commit to a safe space for LGBTQIA communities.

What We Have to Offer You

- Benefit package which includes health insurance, time off benefits, and a 403B plan (including a match within allowable limits).
- A respected and successful company.
- A safety-oriented company: TBT has a COVID-19 vaccine mandate.
- Being a part of the arts while investing in the Fort Worth and Dallas Communities.
- A leadership team dedicated to staff, students, and dancers, and to achieving the organizational mission.
- Opportunity to gain experience from an expert tailor and costume designer

About Your Manager

- Position reports to the Wardrobe Manager
- Accurate, highly detailed.
- Looks for dedication and commitment to the job
- Highly skilled costume designer with expert sewing skills
- Focuses on building costumes with tailored fit for every dancer
- Fast paced, persistent, highly dedicated to the art

Department Description

Texas Ballet Theater Wardrobe Department manages all costume needs from original design concept to stage. Whether managing restaging of existing works from TBT's extensive repertoire, or producing new works, TBT Wardrobe Staff manages the needs of designers and choreographers from initial creative discussion to stage. From designing and swatching, to draping and pattern making. Sewing and trimming, to fittings and alterations. TBT Wardrobe collaborates with Artistic Staff and Production Department to develop and preserve the artistic vision of each program, maintaining the integrity of the costume design throughout the run of the production. Typical season of events will include four repertory programs in Fort Worth and Dallas, plus The Nutcracker. This position requires evenings and weekends during production weeks, routinely work hours are Monday – Friday.

Summary

The successful candidate will be an exceptional *costume maker with dance experience preferred*. The candidate must have the ability to project manage, able to problem solve and be creative in working within budget constraints. The candidate must have the ability to work within a team environment and the ability to be equally comfortable working independently as necessary. Strong written and verbal communication skills are an absolute must, as is interfacing and managing projects with varied wardrobe and makeup crew, dancers, and artistic staff. The candidate will be required to be an enthusiastic, resilient professional who works well in a high-energy environment. Nighttime and weekend availability, a flexible schedule (especially during the holiday season), experience with wardrobe run crew, and expert sewing skills are required.

Essential Duties and Responsibilities include, but are not limited, to the following:

- Assist Wardrobe Manager to manage dressers and costume crews for all performances of company shows, including weekends and occasionally holidays.
- Communicate all necessary wardrobe related information with the performers, including quick changes, dressing room assignments, wardrobe plots, etc.
- Maintaining the appearance and integrity of all aspects of costumes, hair, wigs, and makeup for Texas Ballet Theater company productions while in the theater, ensuring that the designer's vision remains intact.
- Supervise the cleaning, organizing, and repairing of all costumes and costume pieces during the run of each production.
- Work with Wardrobe Manager to organize and pack costumes for shipment to and from the theater and to clean and restock costumes after the close of each production.
- Oversee the Costume Shop Staff in maintaining costume storage and process outgoing costumes, including rental of costumes to other presenters.
- Oversee and lead the Costume Shop Staff on stitching, alterations, and crafts for all Texas Ballet Theater productions.
- Work with Costume Shop Staff to provide wardrobe assistance with Texas Ballet Theater School performances, and other Texas Ballet Theater events as assigned.
- Take part in maintaining a healthy and safe work environment.
- Able to problem solve by identifying solutions to costume mishaps while maintaining the integrity of the costumes and artistic vision.
- Maintain confidentiality.

- Contribute to the overall success of Texas Ballet Theater by maintaining productive and professional relationships with staff, company members, guest artists and the public.
- Approach and carry out duties, as assigned above, with a positive, professional demeanor

Required Skills

- Demonstrate thorough knowledge of sewing and laundry.
- Experience with Microsoft Windows 10 (Outlook, Excel, Word,) and Google docs
- Be able to stand/perform duties for prolonged periods, including climbing stairs
- Display exemplary organization and communication skills.
- Knowledge of dance costuming is preferred but not required.
- Experience with makeup, wig application, and wig maintenance is preferred but not required

Qualifications

Demonstrated experience designing dance costuming with expert sewing skills, dance experience preferred. Demonstrated organizational and planning skills with leadership capabilities is required. Experience in a theater is preferred.

Please submit resume and letter of interest. Letter of interest should include why you are seeking this position and outcomes you've achieved with similar positions and institutions.