

Job Title: Assistant to the Costume Designer  
Reports to: Resident Costume Designer  
Works Closely with: Director of Production, Costume/Wardrobe Staff  
Supervises: Hourly staff and Volunteers (as needed)

## **About Sarasota Opera**

Sarasota Opera, which owns its 1926 historic theater, renovated in 2008, produces a winter festival season with four operas in repertory from January to March, and a fall season of varying size. Throughout both seasons, Sarasota Opera offers additional special events and concerts.

## **Position Summary**

The Assistant to the Costume Designer works closely with the Resident Costume Designer in the daily operation, organization, and management of the Sarasota Opera Costume Shop. This is a hands-on position. Knowledge of crafts, millinery and fabric modification is a plus

## **Responsibilities**

- Read the librettos, taking note of the productions' period and specific costuming needs
- Assist in pulling and organizing all the costumes and costume elements for Sarasota Opera productions with the Costume Designer.
- Create detailed wardrobe plots
- Assist in the selection of all fabrics, trims and notions
- Label and indicate if fabric modification is needed
- Provide and organize for the drapers the sketches, swatch cards, fabrics, flatlining, notions and supplies needed for their work
- Attend meetings between the Costume Designer, Wardrobe Supervisors, Director, and Stage Managers
- Keeper of the calendar, reminding staff of deadlines for photocalls, dress rehearsal and performances
- The assistant will work with the wardrobe staff to have costume pieces and accessories pulled for the fittings. The assistant will pull accessories and shoes as needed for the fittings. Working with Wardrobe and Staff to determine what might need to be rigged for quick changes
- The Assistant will be the liaison between the shop and the Company Manager to schedule fittings
- The Assistant will maintain the show and wardrobe bibles for all the productions.
- Attends all fittings to ensure consistency
- Coordinates shopping for all locally purchased production specific costume items, as needed
- Work with the Wig and Make-Up department to help create hair décor and hats that will work the wigs and hairpieces
- Attending all dress rehearsals with the Costume Designer to take notes on changes and alterations
- Take archival photos at final dress rehearsal

## **Position Requirements**

- Organized, self-motivated and comfortable working in a dynamic environment
- Have some experience in traditional opera and working in a costume shop
- Previous experience with Assisting
- Possess a good understanding of the construction of period costumes and have basic hand and machine sewing skills.
- Understand how to size and alter costumes.
- Knowledge of Costume History, Period, Style, and Movement.
- Driver's license and reliable car
- Able to lift boxes and move racks
- Supervise part time crew and volunteers

## **Other Desired Skills**

- Able to set priorities and coordinate multiple projects simultaneously.
- Current skills with Microsoft Office software, particularly Outlook, Word, and Excel
- Crafting, dying and millinery experience
- Creating headpieces, hats, ties, sashes, sewing as required.

## **Dates and Pay**

- Availability from early January through late March should be expected
- This is a seasonal position, the rate of pay ranges from \$675 to \$ 750 per week based on previous experience. Housing, with private bedroom and potentially shared common spaces, and travel, either round trip airfare or travel stipend are provided.

## **Please Note**

- We encourage BIPOC, LGBTQ+ candidates, and other historically excluded identities to apply
- To apply send a cover letter and resume including three references to [prodjobs@sarasotaopera.org](mailto:prodjobs@sarasotaopera.org) with "Assistant to the Costume Designer-your last name" in the subject line
- Please tell us how you heard about this posting
- All applications are welcome, but only those being considered will be contacted.
- For more information, visit [www.sarasotaopera.org](http://www.sarasotaopera.org)
- EOE