# **EAU CLAIRE CHILDREN’S THEATRE, INC.**

# **POSITION TITLE: COSTUME DESIGN ASSISTANT**

# **I. POSITION OBJECTIVES:** To provide creative and management assistance to the ECCT Costume Designer for ECCT productions and efficient management of the ECCT costume shop

# **II. POSITION CHARACTERISTICS:**

# Recruited by: Executive Director

# Annual Salary: $10-$14/hr based on average of 32 hours/week

# Schedule: Schedule will flex between daytime, evening and weekend hours depending on the ECCT production schedule

# **III. POSITION RELATIONSHIPS:**

# Reports to: Costume Designer

# Supervises: Community volunteers

# Coordinates with: Technical crew heads, Outreach Coordinator

# **IV. PREFERRED POSITION QUALIFICATIONS:**

# Working towards or holding BA/BS in Theatre Arts, Fashion Design or Merchandising, Home Economics Education or related field

* Demonstrated knowledge of costume design, costume history, construction techniques
* Intermediate to advanced sewing skills
* Strong oral communication skills
* Background in or appreciation of theatre
* Ability to prioritize projects and complete work on schedule
* Flexibility, focused and a well-organized collaborator
* Demonstrated ability to work with volunteers
* Demonstrated organizational and personnel management skills
* Physical abilities needed include- climbing stairs and ladders, lift and carry up to 50 lbs., twist/bend/reach for work over head, tolerate exposure to common laundry chemicals

# **PERFORMANCE RESPONSIBILITIES AND SAMPLE TASKS**

* Assist with costume designs for ECCT productions
* Coordinate the costume running crew for productions
* Help supervise community volunteers involved in construction of costumes
* Assist with promotional events and fundraisers requiring costuming
* Assist with costume rentals
* Other duties as assigned

## HOW TO APPLY

Submit application form from website ([www.ecct.org](http://www.ecct.org/)), cover letter and current resume to ECCT by email to info@ecct.org or by maill or in person at 1814 Oxford Avenue Eau Claire WI 54703. Application deadline is Friday, August 29. Questions regarding this position may be directed to Executive Director Wayne Marek at info@ecct.org.