

DES MOINES METRO OPERA

Job Description: Assistant Costume Shop Manager
Reports To: Costume Shop Manager, Costume Director, Director of Production
Supervises: Stitcher/Dressers, Costume Interns

Summary:

Des Moines Metro Opera is a major summer opera festival located in Indianola, IA. The Company produces 3 new productions each season in a summer repertory schedule as well as a smaller scale chamber sized production in the 2nd Stages Series. Our 51st mainstage season includes a rental production of Bizet's Carmen, new production of Bartok's Bluebeard's Castle, and a new production of Prokofiev's Love for Three Oranges. The 2nd Stage Series includes a production of Redler's The Falling and The Rising which will be presented at Camp Dodge, as well as Kander's dwb (driving while black) which will be presented at three different community locales. The dates for DMMO's 51st Summer Festival are May 29 – July 28, 2023.

Principle Duties and Responsibilities:

- Assist with builds, alterations, and repairs of all costume elements for all Mainstage and 2nd Stage Series Productions.
- Assist the Costume Director and Costume Shop Manager in overseeing all fittings.
- Determine and manage budgets for all materials, supplies and labor
- Train costume staff as needed
- If needed, assist with Intern Workshops
- Monitor and enforce safe working techniques and rules in the shop
- Assist with maintaining an inventory of costume stock throughout the season
- Take notes for designers during tech and dress rehearsals when not needed in the shop.
- Maintain clean and safe workspace

Essential Job Functions:

Works with creative teams and performers, independently utilizing their creative ability and artistic judgment to achieve a successful interpretation of designs for new productions. Consults with and updates the Costume Shop Manager and Costume Director and keeps them informed of all stages of production.

Compensation:

\$750/week during the festival season.

\$300 travel stipend to be paid upon arrival.

DMMO will provide a single occupancy air-conditioned dormitory housing during the festival season.

Qualifications and Skills

Any Combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- 3+ years of experience working in a costume shop
- Experience working in a leadership role in a costume shop
- Minimum BA/BFA in Theatre or equivalent professional experience
- Excellent verbal and written communication skills

- Proven leadership ability

Application Process:

Submit resume and cover letter, email or by mail to:
Des Moines Metro Opera
Attention: Bearclaw Hart, Director of Production
106 West Boston Avenue
Indianola, IA 50125
production@dmmo.org

Deadline:

Applications will be accepted until the position is filled. Applicant screening process to begin immediately.

As an Equal Opportunity Employer, Des Moines Metro Opera celebrates diversity and inclusion. We do not discriminate against any employee or job applicant on the basis of race, color, religion, national origin, creed, gender identity, sexual orientation, pregnancy, disability, age, veteran status, political affiliation or philosophy. All qualified applicants are encouraged to apply.