



**Job Title:** Costume Shop Supervisor  
**Reports To:** Costume Director  
**Supervises:** Costume Shop Stitchers  
**Works closely with:** Costumes, Hair & Wigs, Stage Management, Designers.

### Summary:

Located in Indianola, Iowa the company will produce three exciting new productions in a summer repertory schedule, within the intimate 467-seat theatre at the Blank Performing Arts Center. Our 54<sup>th</sup> season consists of 3 mainstage productions with 2 new productions being built specific for DMMO's stage and the third built as a major co-production. DMMO is one of America's boldest Opera Companies (as reported by the New York Times) and was nominated for its 2024 season for an International Opera Award. Join our team in this a critical role to work on some of the most challenging, bold, intense, visually stunning, complex and rewarding productions of your career!

Des Moines Metro Opera is looking for a Costume Shop Supervisor to join our team. This position is not a member of the run crew and departs after the final production opens.

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.

### Principle Duties and Responsibilities:

The below responsibilities are in no means a complete list of tasks/responsibilities.

- Work with the Costume Director/Designer to make sure all costumes are built or altered to the designer's specifications.
- Supervise shop floor.
- Delegate fitting notes to stitchers and interns to maintain an efficient workflow.
- Assist in alterations and notes as needed.
- Work with the Wardrobe Supervisor to track costumes for all three operas and make sure repairs are done in a timely manner.
- Work with the Costume Director and Wardrobe Supervisor to devise a schedule for the pre-set, running, and maintenance of costumes for all three operas.
- Coordinate technical needs with the Production Manager and other production departments.
- Maintain the costume shop and storage areas.
- Developing and maintaining a detailed inventory of costume stock before, during (seasonal purchases), and immediately after the summer season.
- Comply and enforce safe working techniques, safety policies and procedures and all rules.
- Strive for a workplace that is; team-focused, creative, positive, professional and solution based – encouraging all members of the team.

### Dates of In-Person Employment:

|                 |                                                |
|-----------------|------------------------------------------------|
| Arrival Date:   | Thursday, May 21, 2026 by 5:00pm               |
| First Work Day: | Friday, May 22, 2026                           |
| Last Work Day:  | Saturday, July 4, 2026 (opening of King Roger) |
| Departure Date: | Sunday, July 5, 2026 by Noon                   |

\*Some flexibility can be afforded to the right candidates.



## Compensation:

|                                         |                                  |
|-----------------------------------------|----------------------------------|
| Base pay rate, per hour:                | \$16.00/hour based on experience |
| Overtime pay rate, per hour (after 40): | 1.5x the hourly rate             |

\$350 travel stipend to be paid upon arrival.

DMMO will provide single occupancy air-conditioned room in dorm-style housing during the festival season.

## Skills and Knowledge:

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.
- Proficiency in hand and machine sewing.
- Previous management experience is a plus
- BA/BFA in Theatre or equivalent professional experience
- Willingness to try new things and learn.
- Ideally, has a Driver's License and ability to drive a cargo van.
- Ideally, OSHA 10 or greater qualifications.

## Physical Requirements and Working Conditions:

- Ability to sit, stand, traverse a working stage/shop environment which includes ladders, uneven floors and workspaces typically in use by a costume shop.
- Work includes extended periods of standing, working in low light, climbing stairs/ladders.
- Ability to lift heavy objects properly/safely
- Ability to wear eye protection, hearing protection, respirator and any other safety equipment that may be needed.

## Application Process:

Submit resume, with three (3) references and a cover letter via email to [production@dmmo.org](mailto:production@dmmo.org).

Please include “**Costume Shop Manager**” as the subject line.

For more information on this position, contact [sjoiner@dmmo.org](mailto:sjoiner@dmmo.org)

## Deadline:

Applications will be accepted until the position is filled.

Applicant screening process expected to begin in mid-January of 2026