

Job Title:	Assistant Costume Administrator
Reports to:	Resident Costume Designer, Costume Administrator
Works Closely with:	Director of Production Costume Staff
Supervises:	Additional Costume Crew (as needed)

About Sarasota Opera

Sarasota Opera, which owns its 1926 historic theater that was renovated in 2008, produces four operas in repertory from January to March, in addition to one opera and a Youth Opera production in the fall. Additionally, throughout the opera season, Sarasota Opera offers special events and concerts. In addition to Sarasota Opera's productions and events, the William E. Schmidt Opera Theater hosts numerous arts organizations from the Sarasota area.

In July 2019 Sarasota Opera purchased the opera costume collection of Malabar Ltd. Together with Sarasota Opera's existing costume inventory, the new Sarasota Opera Costume Studio forms the largest collection of opera costumes available for rental in North America. The collection encompasses over 140 separate opera productions, over 40,000 costumes and nearly 100,000 individual pieces. Sarasota Opera plans the construction of a new warehouse for the Sarasota Opera Costume Studio along with the company's set inventory.

Position Summary

The Assistant Costume Administrator works closely with the Resident Costume Designer and the Costume Administrator in the daily operation, organization, and management of the Sarasota Opera Costume Studio stock. The position will work with rental clients to fill their costume requests, coordinate pulling and shipping of orders, evaluate costumes when they are returned post-rental, and return the costumes to stock. The Assistant Costume Administrator will be responsible for maintaining all rental and inventory records, reach out to new clients, follow up on inquiries and assist in preparing and executing contracts.

Responsibilities – Sarasota Opera Productions

- Assist in pulling all costumes and costume elements for Sarasota Opera productions to the Costume Designer and Director's satisfaction and within production deadlines.

Responsibilities – Rental Clients

- Coordinate needs with Costume Administrator on all rental clients, pulling, packing, and shipping costumes to the client.
- Work with designers and rental clients to pull costume stock, inventory production, and pack and ship to client.
- Unpack returned costumes, evaluate for cleanliness and damage, document any issues, and calculate any additional cleaning or repair costs to be charged to the damage deposit or directly to client.
- Work with Resident Designer on creating, executing and following up on contracts, billing, and coordination of payments.

- Work on creating and maintaining costume inventory databases, photographing stock for the website and inventory system.
- Work with marketing department, to help with mail merges, e blasts and other promotional materials. Keep the company and Opera America websites up to date.
- Reaching out and following up with new and potential clients.

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 in costume rentals.
- 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.
- Able to lift boxes and move racks
- Supervise part time crew
- Ability to lift heavy costumes and fabrics up to 30 lbs.
- Ability to stand for extended periods of time

Other Desired Skills

- Ability to set priorities; coordinate multiple projects simultaneously.
- Knowledge of Microsoft Office software, particularly Outlook, Word, and Excel
- Database knowledge and experience
- Driver's license and car

Hours of Work

Full-time, requiring some flexibility in hours during production season (late Oct. – mid November, January – March). Exempt.

Salary:

Salary \$40,000- 45,000 depending on experience. Comprehensive medical benefits package. Paid time off (no paid-time off during production season). Exempt position

To Apply:

Send resume with cover letter explaining your interest in the position along with the names and contact information of three references to soajobs@sarasotaopera.org with "Assistant Costume Administrator" in the Subject line. No phone calls. All applications are welcome, but only those who are being considered will be contacted.

Sarasota Opera is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability or genetic information.