



Position Title: Costume Studio Office Administrator – Part Time

Reports To: Costume Studio Design Coordinator

Works Closely With: Resident Costume Designer

Director of Finance

Accounts Receivable Supervisor

Marketing Department

Position Summary

The Costume Studio Office Administrator supports the operations of the Sarasota Opera Costume Studio Rental program. This role serves as a liaison between rental clients, Costume Studio staff, and the Finance Department. Responsibilities include coordinating costume plots, managing rental documentation, organizing warehouse materials, and overseeing volunteer activities related to inventory data entry.

Key Responsibilities

- Coordinate and manage client information including contracts, measurements, casting updates, shipping details, check-in/return reports, and security deposit processing
- Review client documentation and communicate with clients to gather missing information and ensure deadlines are met
- Maintain schedules for client payments, casting and measurement submissions, contract signings, and shipping logistics
- Generate costume plots for rentals and maintain comprehensive rental bibles containing all client-related documentation
- Process payments via Square and coordinate financial transactions with the Finance Department
- Support administrative tasks such as creating costume tags, signage, and warehouse organization materials
- Lead or coordinate volunteers for on-site tasks, including data entry into the costume inventory system
- Collaborate with the Marketing Department to develop client prospect lists and provide materials such as testimonials and photos for promotional use

Required Competencies

- Strong administrative and organizational skills
- Proficiency in Microsoft 365 Office Suite (Outlook, Word, Excel)
- Experience with databases preferred
- Familiarity with costumes and/or theatre is a plus

Hours and Compensation:

Part-time (20 hours per week), hourly; flexible schedule with partial remote work possible.
Hourly salary: \$20-22/hour depending on skills and experience.

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 "Costume Office Administrator" in the Subject line. No phone calls. All applications are welcome, but only those who are being considered will be contacted.

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