



Job Posting

We have an opening at the Jewish Community Center for a **Costumer** to join the New Jewish Theatre's Youth Theatre program for *Peter Pan Jr.* This part time, seasonal position is located at our Creve Coeur location.

Audition Workshop: January 14, 2018; 1:00pm to 4:00pm

Auditions: January 21, 2018; 1:00pm to 4:00pm

Rehearsals: January 28, 2018 - May 6, 2018 (Sundays w/ some holiday exceptions); 2:00pm to 5:00pm

Tech Rehearsals: May 7 and 8, 2018; 6:00pm to 8:00pm

Performances: May 9 and 10, 2018 at 7pm and May 13, 2018 at 11am and 2pm

Summary:

New Jewish Theatre's Youth Program is in educational performance based program teaching kids skills in self-confidence, teamwork, acting, music and dance.

Responsibilities:

- Work together with the Director and Producer to understand artistic vision and develop a costume plot for the production.
- Design, acquire, or create costumes for the production keeping in mind artistic vision, needs of cast and the assigned budget.
- Responsible for all costuming, including alterations, repairs, and building costumes if needed.
- Communicate needs with producer and director including any instructions for the cast.
- Along with Director, ensure all materials are gathered and put away after rehearsals and performances. Ensure any materials that must be inventoried and returned.
- Responsible for strike of costumes at close of production. Materials must be inventoried and returned.
- Know and understand all safety procedures of the J. Be able to lead the participants in the event of an emergency.
- Attend all training and meetings as required. Attend all rehearsals and performances.

Qualifications:

- High School Diploma or GED is required.
- College degree in a related field is preferred.
- One or more years of previous costuming experience is required or several years of theatre experience across disciplines.
- Must be available for repairs and alterations throughout production.
- Strong organizational skills
- Patience and ability to deal with multiple priorities at one time.
- Must be able to communicate effectively verbally and in writing.
- Demonstrated ability to use Microsoft Office Suite (Word, Excel, Outlook, Power Point)

For further information about the J, please see our website: www.jccstl.org .

To apply for this position, please submit your resume, cover letter, and completed J application to careers@jccstl.org . Please be sure to list the position you are applying for, "Costumer, Youth Theatre", in the subject line of your email. Applications may be downloaded from the employment section of our website, completed, and scanned/attached to your email. Note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.