

**MISSION STATEMENT** The mission of Dallas Theater Center is to engage, entertain and inspire our diverse community by creating experiences that stimulate new ways of thinking and living. We will do this by consistently producing plays, educational programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

**EQUITY, DIVERSITY AND INCLUSION STATEMENT ALL ARE WELCOME!**

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond.

We stand up for equity, diversity and inclusion across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love. \*For complete statement, please see final page of this posting

#### **POSITION SUMMARY**

A vital member of Dallas Theater Center (DTC)'s Production Department, the Associate Costume Director is responsible for purchasing, tracking expenses, and ensuring the transition of costumes for each production to the wardrobe department. The Associate Costume Director reports directly to the Costume Director, and is responsible for effectively supporting Costume Designers and the supervision of the Draper to ensure that high artistic standards are met at all times.

This is a full-time, exempt position. This position includes a full benefits package: medical, dental and vision insurance, DTC-paid life insurance, voluntary life insurance and 403b programs, complimentary tickets and generous paid-time off. Some nights and weekends will be required as needed throughout the season.

**KEY RELATIONSHIPS** • Costume Director • Costume Designer • Draper • Wardrobe Supervisor • Hair & Makeup Supervisor • Production Coordinator

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** • Primary purchasing, shipping, returns, and incoming rentals coordinator. • Consult with Costume Designers and Costume Director regarding sourcing and acquiring raw materials and manufactured goods and services for each production. • Create and maintain updated expenditure tracking.

- Supervision of the Draper.
- Assist Costume Designers pulling from costume stock.
- Coordinate moving costumes to and from stock.
- Coordinate and provide rehearsal costumes as needed.
- Coordinate and ensure completion of all show accessory bags.
- Act as shop support for show specific projects if needed as availability and skill allow.
- Organize show costume racks and assist in the transition from the costume shop to the wardrobe department.
- Oversee shop supplies and equipment maintenance.
- Organize and maintain costume shop accessory storage.
- Attend fittings, tech rehearsals, and production meetings as scheduled.
- Maintain designated work spaces in a clean, usable, and safe condition.
- Provides regular updates to the Costume Director on all areas of responsibility.
- Attend and participate in full company, departmental, and production meetings; in addition to technical rehearsals and previews for all productions as called.
- Perform work in a manner that is consistent with DTC's Mission, Vision and Values.
- Be an active participant in DTC's work towards equity, diversity and inclusion and becoming an anti-racist organization by:
  - Participating in all DTC-wide EDI trainings, workshops or experiences
  - Participating in all EDI learnings or experiences

cultivated within the Production and/or Costume Department • Maintain safe working conditions in keeping with DTC health and safety guidelines and COVID19 Response Protocols.

**SKILLS AND KNOWLEDGE REQUIRED:** • Foster and maintain a positive, productive, and collaborative work environment. • Demonstrate leadership, work as part of a team, and provide cover and assistance as required. • Able to work under the stress of deadlines and adapt to changing priorities. • Able to handle a high volume of work and attend to numerous projects concurrently. • Ability to read and disseminate information from design drawings. • Self-motivated, yet willing to ask questions when tasks are unclear. • Portray excellent time management skills. • Demonstrate interest in learning and growing as a costume professional. • Advanced machine and hand sewing. • Comply with Actors Equity rules and regulations. • Able to comply with all OSHA regulations and DTC Safety Protocols for creating and maintaining a safe work environment. • Intermediate proficiency in Dropbox, Microsoft Office Suite, and G-Suite. • Digital expenditure tracking and bookkeeping. • Available to work extended work hours at times, including nights and weekends.

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments.

**PHYSICAL REQUIREMENTS:** • Able to move 20lbs.  
• Able to work quickly and accurately in a complex and fast-moving environment.

**EDUCATION AND EXPERIENCE REQUIRED:** • Bachelors in Theatre with a costuming focus and 2-3 years professional costume shop experience, or: • 3-5 years professional costume shop experience

**COVID19 REQUIREMENTS:** • Ensure that all work is performed in alignment with DTC's COVID19 Response Protocols • Be able to provide documentation of full vaccination of a US-government approved COVID19 vaccine regimen for COVID19, at the time of hire.

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized because of such a request.

**HOW TO APPLY:** Please send a résumé with references and a cover letter to [hr@dallastheatercenter.org](mailto:hr@dallastheatercenter.org) with Associate Costume Director in the subject line.

**ABOUT DALLAS THEATER CENTER** One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wylie Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. Under the leadership of Enloe/Rose Artistic Director Kevin Moriarty and Managing Director Jeffrey Woodward, DTC produces a seven-play subscription series of classics,

musicals and new plays and an annual production of A Christmas Carol; extensive education programs, including the Awardwinning Project Discovery and partnerships with Southern Methodist University's Meadows School of the Arts and Booker T. Washington High School for the Performing and Visual Arts; and many community collaboration efforts with local organizations. In 2017, DTC launched Public Works Dallas, a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual production featuring over 200 Dallas citizens performing a Shakespeare play. Throughout its history, DTC has produced many new works, including recent premieres of Miller, Mississippi by Boo Killebrew; Hood: The Robin Hood Musical Adventure by Douglas Carter Beane and Lewis Flinn; Bella: An American Tall Tale by Kirsten Childs; Clarkston by Samuel D. Hunter; The Fortress of Solitude by Michael Friedman and Itamar Moses; Giant by Michael John LaChiusa and Sybille Pearson, and many more.

As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

## EQUITY, DIVERSITY, AND INCLUSION STATEMENT

### ALL ARE WELCOME!

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- EQUITY means recognizing that not everyone starts at the same place, addressing inequities in access and opportunity, and allowing for full and fair participation.
- DIVERSITY means acknowledging and respecting human qualities that are different from our own and outside the groups we are a part of or with which we are associated. These qualities include but are not limited to: ethnicity, race, color, country of origin, sex, gender, gender identity or expression, age, sexual or relationship orientation, family structure, religion, beliefs, political affiliations, experiences and ability differences.
- INCLUSION means honoring and accepting the gifts, backgrounds, experiences, and wisdom that every individual brings with them, so that every stakeholder feels valued by Dallas Theater Center. Our stakeholders are staff, artists, board members, donors, audiences, and community members.

We will strive to create a culture of inclusion where individuals can thrive and succeed, are able to participate in and contribute to the progress and success of Dallas Theater Center while growing both professionally and personally.

We recognize and value individual differences, and we acknowledge structural and systemic racism and other access barriers that prevent full and fair participation of people outside the dominant culture and power dynamics. We acknowledge the complexities of becoming a fully inclusive and anti-racist organization, and we accept the challenge to build an organization where full and fair participation is the norm.

We commit to providing fair treatment, access, opportunity, and advancement and to creating space for culturally diverse voices to be heard and power to be shared. Together, we are even better.