

Costume Designer (Full-Time)

Department: Production

Reports To: Director of Production

Status: Full-Time, \$50,000 Annually, Salaried (Exempt)

Position Summary

Asheville Community Theatre (ACT) is hiring two full-time Costume Designers responsible for the design, construction, and implementation of costumes for ACT's Mainstage productions. Designers will alternate lead responsibilities across the season, with one serving as lead designer and the other supporting or serving as Wardrobe Supervisor.

This is a hands-on, in-person role based in the ACT costume shop. It includes costume production, wardrobe supervision, volunteer engagement, costume rentals/donations, and shop maintenance. Designers are also expected to participate fully in the life of the organization, including all-staff events, meetings, and team-wide initiatives that support ACT's mission and workplace culture.

Key Responsibilities

Design & Production

- Serve as lead designer or assistant designer for Mainstage productions as assigned by Director of Production
- Attend pre-production meetings with the Director and Production Manager
- Attend all production and relevant staff meetings
- Take cast measurements and schedule fittings
- Design, build, or source costumes for assigned shows
- Complete key looks for promotional shoots and costume parades on schedule
- Manage costume budgets and purchasing in accordance with ACT's financial procedures
- Maintain timely and collaborative communication with the Production Manager and design team

Performance Support & Wardrobe Supervision

- For each Mainstage production, one Costume Designer will be assigned by the Production Manager to serve as Wardrobe Supervisor during tech rehearsals and performances
- Designers may alternate or trade off this responsibility across the season
- Oversee costume maintenance throughout each run, coordinating with lead designer as needed
- Setting up and maintaining dressing rooms by assigning dressing stations and organizing costume racks and prepare ditty bags
- Coordinating with stage management and performers to ensure quick-change and smooth backstage operations
- Maintains weekly laundry schedule during production

Shop & Inventory Oversight

- Maintain an organized, safe, and functional costume shop during regular weekday hours
- Coordinate with guest designers and internal staff to manage access to stock and shop resources
- Handle incoming costume donations, assess their usability, and integrate or discard accordingly
- Process rental requests from outside individuals or organizations, following ACT procedures
- Participate in seasonal costume stock cleanups and reorganizations as needed

Volunteer Engagement

- Lead volunteer work sessions during the build process, including in-shop and take-home projects
- Organize post-show strike volunteer days to reset the shop
- Collaborate with the Volunteer Coordinator to promote, schedule, and manage volunteer participation
- Participate in quarterly shop maintenance days with volunteer support

Schedule & Time Expectations

- Primary design work occurs on weekdays during standard business hours
- Evening and weekend commitments include costume fittings, tech rehearsals, costume parades, performances (as wardrobe supervisor) and post-performance maintenance
- This is a full-time, year-round position with variable demands aligned to ACT's production calendar
- Attendance at staff meetings, cross-departmental events, and full-organization activities is required

Qualifications

We recognize that no candidate will have every skill listed. We encourage applicants with a solid foundation in costume design and construction to apply.

Required Skills

- Demonstrated experience in costume construction, including sewing, alterations, and garment creation
- Experience designing costumes for live theatre productions
- Ability to manage timelines, meet deadlines, and follow production schedules
- Strong communication and collaborative working style
- Ability to work within a defined production process and adapt to changing needs

Desired Skills

- Wig styling or hair design
- Theatrical makeup design or application
- Volunteer or team leadership
- Experience with shop and costume stock organization

Organizational Culture & Expectations

As a member of ACT's full-time staff, the Costume Designer is expected to:

- Participate in organization-wide events, meetings, and team initiatives
- Maintain a consistently positive, cooperative, self-motivated, and professional attitude
- Communicate clearly and constructively with colleagues and leadership
- Collaborate respectfully and receive feedback in a productive manner
- Contribute ideas and solutions that support a healthy and inclusive workplace culture

Work Environment

- Work is based in the ACT costume shop, storage facility, and backstage
- Frequent collaboration with volunteers, guest artists, and internal staff is part of the role
- This position does not include formal outreach or educational programming

Equal Opportunity Statement

Asheville Community Theatre is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, or any other protected status.