

FORT WAYNE BALLET, INC.
Costume and Production Assistant

Status: This is a salaried Part Time position [salary range: low to mid teens commensurate with experience].

Description: Fort Wayne Ballet is looking for a Costume and Production Assistant.

Requirements & Experience:

- Knowledge of sewing, both by hand and with machines
- Knowledge of basic theatre and dance costuming
- 3 or more years of sewing experience – must provide samples of work
- Knowledge of basic dance/theatre costuming
- Ability to work with a variety of artists and choreographers
- Ability to work in a fast paced environment and overlapping deadlines
- Excellent organizational and communication skills
- Ability to lift, move and store costumes – 50 pound minimum

Responsibilities include but are not limited to:

- Assist Costumer with all daily tasks
- Assist Production Manager with props, costume accessories and costume set up
- Collaborate with production designers, costumer, choreographers, répétiteurs and other production staff in order to discuss and execute costume design details
- Sewing, by hand or with machine, various costumes and materials
- Apply applications, hooks & bars, ribbons, beads, etc
- Assist Costumer with crowns, tiaras and headpieces
- Costume maintenance including cleaning, last minute changes and repairs
- Update and organize costume inventory
- Assist Chief Operations Officer with Costume Rentals
- Oversee costumes for Family Series Productions
- Other duties as assigned by Costumer

Interested applicants should please send cover letter, resume and references to Christina Brinker, Chief Operating Officer, at cbrinker@fortwayneballet.org.