

Position Overview

Job Title: Costume Design Assistant

Reports to: Costume Shop Manager

FLSA Status: Seasonal Full Time, Nonexempt

Compensation Rate: \$15.60/hr (min. \$624/wk)

Benefits: Medical & Supplemental Insurance, 401k, PTO, Company Recognized Holidays, Barter Partnership Programs & Discounts, Housing

Position Summary

Barter Theatre seeks a Costume Design Assistant to support and assist resident and visiting costume designers to realize approved costume designs for all Barter Theatre productions This is a full time position earning \$624.18/wk, A competitive benefits package and housing are included. Contract dates are February 3, 2026 - December 27, 2026.

Responsibilities

- Read and understand each script, costume design and costume plot
- Assist in the creation and maintenance of the costume bible and all performance related paperwork for each production
- Prepare rehearsal halls for pieces to be used during the rehearsal process
- Prepare and strike the fitting rooms before and after costume fittings
- Take notes during costume fittings
- Assist with local and internet shopping and returns
- Assist the designers in pulling from stock
- Attend photo calls, run throughs and technical rehearsals as required
- Supervise load out
- Liaise with wardrobe
- Assist with the completion of notes from tech and return costume pieces to wardrobe in a timely manner
- Assist with restocking costume pieces
- Stitching/crafting as needed
- Assumes the role of swing dresser as needed/assigned
- Other duties as assigned

Qualification & Experience

- BA/BFA or MFA in technical theatre, emphasis on costume design/technology, OR a minimum of one year assisting costume designers in a performing arts environment
- Highly motivated and self-disciplined
- Expert diplomacy, communication, and discretion
- Thorough knowledge of costume history
- Strong construction and sewing skills
- Strong computer skills, particularly in spreadsheet creation
- Clean driving record and a valid driver license

Organizational Overview

Currently celebrating its 92nd year, Barter Theatre is a repertory company of resident artists dedicated to serving others by creating world-class theater in the heart of Appalachia. Barter's vision is to maintain a sustainable model of producing world-class theater that entertains, engages, and connects artists and audience, while reflecting the inherently Appalachian values of hard work, generosity, service, and story. Barter produces musicals, classic plays, and new work March-December including the nationally renowned initiatives Appalachian Festival of Plays and Playwrights and Black Stories Black Voices.

Equal Employment Opportunity Commitment

Equal employment opportunity and an inclusive and representative staff are fundamental at Barter Theater. Our employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/preference, political position, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

To Apply

To apply for this position, please submit a current resume, cover letter, and four references to Alice Sullivan (asullivan@bartertheatre.com) The cover letter should include why this position and organization are attractive to you and what you feel you bring to the table that makes you a great fit for Barter Theatre.