

Position Overview

Job Title: Costume Shop Manager

Reports to: Director of Production

FLSA Status: Full Time, Exempt

Compensation Rate: \$975/wk

Benefits: Medical & Supplemental Insurance, 401k, PTO, Company Recognized Holidays, Barter Partnership Programs & Discounts, Four (4) month relocation housing

Starting: June 9th, 2026

Position Summary

Barter Theatre seeks a Costume Shop Manager to lead the planning, coordination, and execution of costume production for a high-volume, rotating repertory season of approximately 13 main season productions, and advising on 8 Barter Players productions. Serving as department head for a ten member team in the Costume Shop and in Wardrobe, the Costume Shop Manager manages all costume and wardrobe personnel, including in-house costume designers, and oversees all costume and wardrobe operations in alignment with artistic intent, production schedules, and approved budgets. In collaboration with Directors, the Artistic team, and Production Management, this position is responsible for guiding costume design execution while balancing constraints, priorities, and overlapping production schedules. The Costume Shop Manager oversees staffing, scheduling, and comprehensive budget management for materials, labor, and equipment; serves as the primary liaison between the Costume Shop, Wardrobe, and Stage Management; and is accountable for maintaining a safe, organized, and efficient operation while providing hands-on leadership and training as needed.

Responsibilities

- Provide leadership and maintain clear, consistent communication across all costume shop and wardrobe personnel, including in-house costume designers.
- Open and clear collaboration with production and administrative personnel.
- Recruit, hire, schedule, supervise, and evaluate full-time, seasonal, and over-hire costume and wardrobe staff for both stages.
- Manage and oversee the work of costume designers and wardrobe staff, ensuring design development, build execution, and wardrobe operations remain aligned with production schedules, artistic goals, and available resources.
- Plan and direct the procurement of materials, equipment, and services required for costume and wardrobe operations.
- Develop, submit, and manage seasonal and show-specific budgets, including materials, labor, overtime, and equipment; monitor expenditures and adjust plans as needed to remain within approved budgets.
- Oversee costume shop bookkeeping, purchasing documentation, and petty cash in accordance with organizational policies.
- Maintain costume shop and wardrobe equipment, tools, and facilities across both stages; ensure safe operation and appropriate use.
- Manage costume stock, storage systems, and inventory to support a high-volume, rotating repertory season.

- Oversee and coordinate Barter Theatre's costume rental program, including inventory control and scheduling.
- Participate in all production meetings and coordinate costume and wardrobe activities across overlapping build, rehearsal, and performance timelines.
- Attend fittings, dress rehearsals, and photo calls as required to support production needs and staff oversight.
- Provide hands-on leadership through direct participation in shop work—including cutting, stitching, fittings, and problem-solving—particularly during peak production periods or for training and mentorship purposes.
- Establish and enforce safe working practices across all costume and wardrobe operations.
- Maintain a regular work schedule, typically Tuesday through Saturday, with additional hours as required for tech rehearsals, performances, and other production responsibilities.
- Perform other duties related to costume shop and wardrobe operations as required.

Qualification & Experience

- BA/BFA or MFA in Costume Design, Costume Technology, or a related field; or equivalent professional experience.
- Demonstrated professional experience managing a costume shop in a producing performing arts organization, including supervision of designers and shop/wardrobe staff.
- Proven ability to lead teams in a fast-paced, deadline-driven environment with overlapping productions; experience in rotating repertory or high-volume seasons strongly preferred.
- Advanced skills in costume construction, patterning, fittings, and design interpretation, with the ability to provide hands-on instruction and mentorship.
- Experience developing and managing production budgets, tracking labor and material costs, and working within approved financial parameters.
- Strong organizational, problem-solving, and decision-making skills, with the ability to balance artistic goals, schedules, and available resources.
- Excellent written and verbal communication skills, including the ability to collaborate effectively with artistic, production, and stage management teams.

Organizational Overview

Currently celebrating its 93rd 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 Theatre. 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 Andrew Morehouse (amorehouse@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.