CAREER OPPORTUNITY

Job Title: **Assistant Costumer**
Department: **N/A**
Reports To: **Costume Shop Manager**

ABOUT WELLS & ASSOCIATES, LLP

Wells & Associates, LLP, is based in Stroudsburg, Pennsylvania, with corporate offices in East Stroudsburg, Pennsylvania. The company began in 2013 and specializes in leisure products that make our free time better, including electronics, camping gadgets, apparel, games, apps, and more. President and CEO is Dr. Holly Wells. Wells & Associates was awarded Best Local Business by the Pocono Bee in 2016 for hiring local college graduates and giving back to the community through service projects and philanthropic giving. Learn more at www.wellsllp.com.

Position Overview

The Assistant Costumer is responsible for supporting the Costume Shop Manager and production management team during our production seasons, inclusive of theatre, film, and dance productions. The Assistant Costumer works closely with the Costume Shop Manager and student designers to execute the costume designs for various productions. S/he should have the ability to work independently with proficiency having draping and sewing skills.

General Responsibilities

The ideal candidate will be able to:
- Work closely under the direction of the Costume Shop Manager with student costume designers to design, conceptualize and build costumes for PPA productions.
- Assist in the building, and styling of costumes, wigs, shoes, accessories and other wearable items for PPA productions.
- Strong Draping with sewing skills, both hand sewing and the use of home and industrial sewing machines.
- Experience with building costumes from scratch, dying garments, and theatrical special effects.
- Schedule and assist with fittings.
- Assist in managing the costumes collection, equipment inventory, and shop supplies.
- Help to facilitate the costume load ins & strikes for PPA productions.

Qualifications

- Education: BA or BFA
- Technological Skills: Wardrobe, draping, pattern making skills
- Industry or Related Experience: Entry-level
- Certifications: n/a
- Additional Requirements and Qualifications: The Assistant Costumer must be able to work without

direct supervision, be able to handle multiple tasks, demonstrate a continual desire to improve and gain knowledge of the field, and be able to adapt to changing work situations. The incumbent must also be able to work with students of differing experience levels in a positive, friendly manner.

The candidate should have excellent written and verbal communication skills, the ability to work independently and productively, meet departmental deadlines and be a "team player" who enjoys collaborative work.

Salary and Benefits

- Starting salary: $37,500/year + benefits

How to Apply

Please address cover letter to the following:
Dr. Holly Wells, President and CEO

All application materials should be submitted via our D2L Dropbox submission system.

Only qualified individuals being considered will be contacted for an interview.

WELLS & ASSOCIATES IS AN EQUAL OPPORTUNITY EMPLOYER