



Costume Shop Assistant – Full Time (IATSE)

Union Arts Center, home of ACT Theatre & Seattle Shakespeare Company, has an exciting opening for a Costume Shop Assistant! Union Arts Center is launching our inaugural season as a merged organization, which includes both contemporary and classical works. This is a momentous opportunity to join our newly merged organization within a collaborative and creative work environment. We strive to create an inclusive, welcoming, and meaningful work environment for all.

The Costume Shop Assistant contributes meaningful support to Union Arts Center's Costume Department Manager and Costume Shop, by means of product research, shopping/ordering, returns, borrowing and rentals, show-related paperwork, costume construction and show preparations for the 2025 – 26 mainstage season. This position operates under the terms of a collective bargaining agreement with IATSE Local #887.

The hourly pay for this position is \$31.56 per hour. Benefits include health insurance, pension, vacation and holidays, per the IATSE Local 887 Collective Bargaining Agreement. Additional benefits include Seattle Paid Sick and Safe Time, discounted parking, and complimentary tickets to Union Arts Center productions.

Please apply by email your resume and a brief cover letter outlining your interest in the position and your qualifications at work@unionartscenter.org. Please email your resume and a brief cover letter outlining your interest in the position and your qualifications at work@unionartscenter.org. If accommodations are needed to begin the application process, please contact work@unionartscenter.org.

Roles & Responsibilities include:

- Organize the details of costume loans or rentals, including paperwork, packing and unpacking, tracking of each item, and transport to and from companies
- Assist as needed with researching and purchasing materials goods and garments, either locally or via phone or computer and arrange for timely delivery and returns
- Pull costume pieces, accessories, shoes and skin parts in partnership with the shop and manager
- Conduct computer data entry to record purchases for accurate and timely budget tracking
- Set up racks, with labels and accessory bags, and track all pieces for wardrobe paperwork
- Compile and distribute measurements, create measurement cheat sheets, and distribute to staff
- Coordinate elements necessary for fittings, including undergarments, shoes and accessories, helping to set up and restore fitting room for each fitting
- Take accurate fitting notes, including details of fit, alterations, purchasing and ownership, and distribute to appropriate staff



- Attend meetings and tech rehearsals as needed and complete note taking, as directed
- Participate in the creation of wardrobe paperwork, such as dressing lists, charting and schedules in partnership with the Costume Department Manager and Head of Wardrobe
- Assist with the pulling of understudy costumes, undergarments and accessories
- Facilitate the checking in and out of Union Arts Center's Costumes, communicating with other theaters, documenting loans and arranging the returns of borrowed items as needed
- Maintain Costume storage by participating in restock, organization and other maintenance projects as needed
- Act as a swing technician when needed by providing hands on work the shop, such as alterations, labeling, crafts, laundry and maintenance
- Take regular inventory with staff assistance and determine stock, shop supply and equipment needs. Research and order needed items.
- Maintain Union Arts Center's relationships with other theatrical entities, suppliers and vendors
- Assist Costume Department Manager in day-to-day operations and duties as assigned
- Participate in intentional learning efforts, including events relating to understanding institutional racism, building cultural competency, and exhibiting a commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging

Experience & Qualifications

- Demonstrated experience working as a Costume Shop Assistant or Design Assistant in a professional or educational setting.
- Demonstrated experience working in a costume shop stitching or other hands-on work
- Familiar with costume materials, products, equipment and terminology
- Ability to search products and shop online and in person
- Proficient in Microsoft 365; willingness to learn and operate Slack and Airtable
- Basic photography manipulation and organization on Mac products
- Drive to collaborate to achieve common goals, be flexible, a problem-solver, detail-oriented, work independently on multiple projects at a time.
- Interest and ability to learn the intricacies of a producing theatre organization
- Flexibility in scheduling, occasional weekend and evening work will be required based upon program calendar
- Ability to work independently to track information, sort into related working notes or show paperwork.
- Ability to place and monitor purchases, schedule pick-ups and returns in appropriate windows, and create and maintain vendor relationships



- Ability to research costume history as needed for build or maintaining costume storage
- Efficient time management with ability to multitask under reasonable time constraints
- Ability to work as a team member and with a solution-focused mindset
- Ability to lift, push, or maneuver up to 50 lbs. repeatedly either alone or with assistance
- Ability to pass a background check conducted following Fair Chance Employment legal standards

Equal Opportunity Employer

Union Arts Center is an equity opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, creed, sex, age, national origin, military and/or veteran status, disability, sexual orientation, gender identity or expression, neurodiversity, education, socio-economic status, cultural affiliation, language, marital or family status, genetic information, political ideology, actual or perceived status as a victim of domestic violence, sexual assault, or stalking or any other status or condition protected by the applicable federal, state, or local laws or other characteristics prohibited by law.

Compensation

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Application Process

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