

Cape Fear Regional Theatre is located in Fayetteville North Carolina. CFRT is a non-profit with a \$1.7 million operating budget and a dedicated staff of 16. Each year, CFRT reaches more than 49,000 people through six award winning mainstage productions, a recurring community-based holiday production, Blues-n-Brews (an annual fundraiser - with beer!), and a broad range of education and outreach programs. CFRT's building has a 285-seat mainstage theatre, scenic and costume shops, and administrative offices, as well as an adjacent education center and off-site storage warehouse. Fayetteville is the sixth largest and among the most diverse cities in North Carolina. It is a big city with a small-town vibe. CFRT is committed to diversity (visit our website for more information) and is an Equal Opportunity Employer.

CFRT is in the midst of a \$1 million floor to ceiling theatre renovation, which includes new HVAC, a new, custom sound system, and a full aesthetic revamp. The renovation will be finished in September of 2021, and CFRT will open its 60th anniversary season in October. This position includes salary, health and generous PTO package. The ideal candidate exhibits strong leadership skills, is self-motivated, and wants to be a part of a dynamic, dedicated team. If this is you, please send cover letter and resume to [jobs@cfrt.org](mailto:jobs@cfrt.org) or visit <https://www.cfrt.org/about-us/#employment> for more information.

### **Costume Shop Manager**

**Reports to:** Production Manager

**Time Commitment:** Full-time with occasional nights and weekends.

**Salary:** 35-40k/year with health and generous PTO

This position is responsible for overseeing all day-to-day shop activities including personnel, equipment, supplies, inventory, workroom and costume storage areas, local costume rentals, designing and assisting designers. The Costume Shop Manager reports directly to the Production Manager and oversees the Wardrobe supervisor. They are an essential member of the production team!

### **General Shop Duties**

- Develop and maintain weekly shop calendar
- Attend weekly Staff meetings
- Maintain inventory, stock and organization
- Coordinate and manage stitching over hires and volunteers
- Evaluate cost of design, track expenses and uphold budgets
- Maintain sewing machines and equipment
- Show Related Duties
- Attend production meetings
- Prepare paperwork (repair sheets, run sheets, piece lists, laundry schedules etc.)
- Package and return any rental items

- Assist designer in execution of their vision including: Measuring cast, assisting with fittings shopping, pulling, stitching, alterations, rigging
- Costume rentals, storage and donations.

### **Design duties**

- Coordinate/design for holiday show
- Design summer camps
- Design other education, outreach or mainstage shows as requested

### **Job Requirements**

- Ability to work with artists and designers, anticipating the needs of each while balancing the workroom's ability to complete the work on schedule
- Strong organizational and leadership skills
- Budgetary experience
- Flexible, focused and well-organized team player with a sense of humor
- Ability to work quickly and accurately with attention to detail
- Ability to prioritize and multi-task
- Must be able to climb stairs and step ladders, lift up to 50 lbs.

**To apply please submit cover letter and resume to [jobs@cfrrt.org](mailto:jobs@cfrrt.org)**