

Cape Fear Regional Theatre is located in Fayetteville North Carolina. CFRT is a non-profit with a \$2 million operating budget and a dedicated staff of 16. Each year, CFRT reaches more than 62,000 people through five award winning mainstage productions, a recurring community-based holiday production and a broad range of education and outreach programs. CFRT's building has a 273-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 \$25 million capital campaign that will expand our facility from 22,000 to 40,000 sq feet and include a brand-new costume shop. The renovation will be finished in September of 2026. This position includes salary, health and generous PTO package. The ideal candidate exhibits strong leadership skills, is very self-motivated, can sew, organize and design camp shows 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:** 41-43k/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, occasional laundry, repairs, alterations designing education and camp shows. The Costume Shop Manager reports directly to the Production Manager, oversees the Wardrobe supervisor and over hire stitchers. They are an essential member of the production team!

### **General Shop Duties**

- Develop and maintain weekly shop calendar
- Attend weekly Staff meetings
- Maintain inventory and stock, keeping an organized and professional shop
- 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 the design of our annual recurring 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 SEND YOUR RESUME & COVER LETTER TO [JOBS@CFRT.ORG](mailto:JOBS@CFRT.ORG)!**