

The Public Theater is seeking a full-time **Costume Shop Administrator** to work in a dynamic, fast-paced costume shop. As the Costume Shop Administrator, you will support the day-to-day operation of the department and serve as the primary contact between the department, vendors, and over-hire employees. You will provide support to the Costume Director, Costume Shop Manager, and Assistant Manager to coordinate schedules, ordering, and tracking the budget for six venues and numerous overlapping productions.

## Essential Responsibilities and Duties:

- Monitor show budgets and production spending accounts
- Collect and submit weekly freelance payroll information
- Submit accurate weekly show budgets
- Reconcile all departmental credit cards and cash accounts
- Manage invoices for rental contracts and outside vendors
- Create and coordinate department calendars and schedules
- Assist in the hiring and scheduling of freelance crews
- Develop and maintain crew databases
- Oversee the online ordering process including the tracking of online purchases
- Partner with the Logistics coordinator to coordinate the departmental trucking needs
- Oversee all departmental supply and maintenance needs

## Requirements:

- At least one-year office experience
- Knowledge of accounting, data and administrative practices and procedures
- Budget management experience is highly preferred
- An effective communicator, capable of determining how best to reach different audiences and executing communications based on those understandings
- Ability to manage and execute numerous projects simultaneously and prioritize concurrent projects
- Willingness to work cooperatively and collaboratively with others and be a part of a team of artists, craftspeople, and professionals
- Strong organizational and project management skills with good attention to detail
- Proficient in Outlook, Excel, and Word. Working knowledge of Concur is a plus.
- Offer a proactive approach to the constantly changing circumstances in the production process
- Must be able to maintain a positive attitude in times of stress
- Knowledge of general theatrical production practices with costume shop experience a plus

## To Apply:

*Starting salary is \$57,000.* This position is full-time salaried, non-exempt and benefit eligible. The standard schedule is 40 hours per week and may, on occasion, increase due to project load.

Please send your resume to Vanessa Watters: [vwatters@publictheater.org](mailto:vwatters@publictheater.org) and add position title to the subject line.

## COVID-19 and Vaccination Policy:

- As a condition of employment, The Public will require all who report to work on site (either at The Public Theater or any other workspace or performing location) to receive the COVID-19 vaccine.

- The Public Theater Production Department is currently engaged in a combination of remote and in-person work. This position will begin work remotely but is expected to begin working in person during the 2021-2022 season.

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.