JOB DESCRIPTION & POSTING

UTAH FESTIVAL OPERA & MUSICAL THEATRE — MICHAEL BALLAM, FOUNDING GENERAL DIRECTOR

POSITION TITLE: Shop Assistant
SUPERVISOR'S TITLE: Costume Director
START DATE: 17 May 2027
END DATE: 14 July 2027

CREATED: 23 February 2023
UPDATED: 17 November 2026
COMPENSATION: DOE
+ Housing for Out of Town
+ Travel for Out of Town

MISSION STATEMENT

Elevating lives through ennobling artistic experiences.

VALUES

- We are committed to performing outstanding artistic productions, with the aim of delivering the highest level of enjoyment to our patrons.
- We honor and are dedicated to presenting a variety of musical and dramatic expression recognized for their distinction and quality.
- We champion children.
- We honor the past, cherish the present, and strive to influence the future.
- We respect and encourage the unique, innate, creative nature of everyone.
- We encourage community involvement.
- We are committed to service.
- We cultivate collaboration and cooperation.
- We adhere to professional ethical standards.
- We strive to deserve support and trust.

EQUITY, DIVERSITY, AND INCLUSION STATEMENT

- Utah Festival Opera and Musical Theatre is a community of artists and collaborators built on respect, diversity, acceptance, and creativity. We embrace the value of each and every individual and the unique perspectives of all. We open doors, build bridges, and make work that is accessible and inclusive. The opportunity and access to the gift that is live theatre is something that benefits all in our community and we strive to remove barriers to that gift.
- As we grow, we continue to educate ourselves and expand our practices and plans to ensure that we equitably represent and further diversity and inclusion on our stages, our facilities, and in our community – regardless of race, ethnicity, sexual orientation, gender, age, ability, religion, or social status. We foster an environment where our differences and shared experiences are explored with generosity, openness, and exploration.

GOALS

Utah Festival Opera and Musical Theater is committed to maintaining an inclusive environment on and off stage. Our goal being to create conversations that contribute to a more engaged, informed, and connected community. Recognizing that growth is an ongoing process, we continue to review our policies and practices in order to ensure an inclusive, anti-racist environment for our artists, staff members, and audiences. We hold ourselves accountable to listen, learn, and grow as an organization and as individuals.

POSITION PURPOSE

To assist the Costume Director, Designers, and Shop in the execution of designs by supporting their energy and efforts in the completion of all costume elements.

POSITION FUNCTIONS AND RESPONSIBILITIES

PRIMARY RESPONSIBILITIES

- Assist the Costume Shop Manager as instructed.
- Function as wardrobe crew on productions as assigned (see Dresser job description).
- Order materials, supplies, and miscellaneous items for the shop as instructed by Costume Shop Manager.
- Assist the Drapers and First Hands with construction and altering of costumes by either hand or machine sewing, laundering, ironing, dyeing/painting costumes as needed, distressing of costumes and fabrics as needed.
- Act as liaison between Shop and Stage Management and Wardrobe to ensure a smooth transition of costumes from Costume Shop to Production.
- Attend production meetings, rehearsals, technical rehearsals, and previews as assigned.
- Work independently on special projects as assigned by the Costume Shop Manager.
- Assist Wardrobe Supervisor in creation of costume breakdowns/change plots
- Assist Wig and Makeup Supervisor in appropriate documentation for productions
- Assist in changeovers between productions as assigned.
- Perform such tasks, services, duties, and responsibilities in accordance with UFOMT policies, rules, regulations, and instructions now in force or which may be adopted from time to time during Employee's employment at the UFOMT.

OTHER FUNCTIONS

- Other duties as determined by Costume Director and Production Manager.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- Experience operating costume machinery
- Experience with costume crafting a plus (dying, distressing, millinery, etc.)

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Familiarity with MS Office Suite
- Vehicle Operator's License a plus
- Ability to work in a team and maintain a positive attitude.
- Ability to collaborate with fellow staff and freelance artists.

PHYSICAL DEMANDS

The physical demands described here are representative of those an individual must meet in order to successfully perform the essential functions of this job. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- This position frequently communicates with groups of people in open areas
- This position assists in observing and judging garment finish from the theatre seats
- This position frequently operates costume machinery
- This position frequently operates computer and other office equipment
- Occasionally ascends/descends stairs/work ladders
- Occasionally will work outside to load or unload costume elements to/from vehicles
- Ability to transport 25 pounds of costumes

Utah Festival Opera and Musical Theatre is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

TO APPLY

Please submit a resume (with references) and a cover letter to Amanda Profaizer, Costume Director at jobs@ufomt.org