**The Costume Shop Managed by Riverwalk Theatre**

**Costume Shop Associate Position Description**

The person selected should have costume experience, such as working at a theater, a school or a store that sells or rents costumes.

1. Costume Selection & Care

A.    Assist customers with selection of costumes including showing customers how shop is arranged and pulling appropriate items.

B.   Assist with the care of costumes including repairing costumes, doing laundry, sorting and restocking costumes and determining needed additions to the shop’s stock.

2.   Costume Shop Coverage

A.    Be at the shop during regular business hours, 10 hours per week, currently Tuesday and Thursday, 3:00 - 6:00 pm and Saturday, 10:00 am - 2:00 pm  (excluding holidays and holiday weekends).

B.    Work at shop longer hours during Halloween season and to accommodate large groups such as casts of shows, as needed.

C.    Answer calls and return messages on the shop telephone during business hours.

3.   Costume Rental Paperwork

A.    Fill out rental forms, determine charges and collect deposits and rental fees.

B.    Explain costume shop policies on care and return of costumes to renters.

C.    Check in returns and give deposit back to customer, if appropriate.

D.   Assist with follow up on late returns.

5. Time Management & Teamwork

A.    Manage the schedule to remain within target hours and report hours as required.

B.    Work with volunteers, other costume shop staff and the costume shop committee to provide excellent service and responsiveness to customers.

C. Assist on inventory marking under direction of manager.