

Lead Design Associate - Riverwalk Costume Shop

Our vision

The Costume Shop is a business entity owned and managed by Riverwalk Theatre, a non-profit community arts organization operating in downtown Lansing, MI. We seek to offer a total theatrical experience to the community, and the Costume Shop specifically provides quality, affordable rentals to service Riverwalk Theatre shows, other theatrical groups (schools, community, professional events, etc.), as well as individuals. We are committed to working with customers from all walks of life with professionalism, an eye for quality, and a focus on ensuring a great experience every time.

The role

The Lead Design Associate will be responsible for advising customers in the selection of costumes, assisting with rental agreements, participating in promotional events, and partnering with the Riverwalk Artistic Operations Manager in maintaining rental inventory. This individual will be expected to demonstrate excellent teamwork in a fast-paced environment while consistently maintaining strong, straightforward communication and a customer-centric mentality. This role reports to the Manager, Business Operations of Riverwalk Theatre.

Key responsibilities

- Advise customers in the selection of costumes and execute fitting protocols
- Design costumes to meet customer needs and serve as primary design liaison with costumers for Riverwalk Theatre shows
- Maintain organization, stocking, and restocking of inventory (includes lifting up to 20 lb, 10 lb overhead, climbing four-foot ladders, bending, kneeling)
- Manage the procurement of assets in partnership with the Artistic Operations Manager
- Assist in record keeping, check in/out, and explanation of policies to customers
- Train costume shop volunteers
- Assist in the generation of promotional content

Job details

Position Details		
Part-time, hourly	Average 10 hours/week	Set weekly hours
On-site in Lansing	Up to 20 hours/week	Appointments

Key skills and experience required

- 3+ years' experience in costuming **required** (or education in costume design)
- Key skills: experience in period costuming, fitting clothing, training others, organization, attention to detail, working within a budget
- Important characteristics: confidence, creativity, teamwork, strong communication skills, good listener, deescalating conflict, respectful and kind attitude

How to apply

Please send your resume and a brief letter explaining your interest and qualifications for this position to jobs@riverwalktheatre.com. Contact the theatre office at 517-482-5700 with questions. Thank you for your interest!

Riverwalk Theatre is an equal opportunity employer. All applicants will be considered without consideration of race, age, religion, color, sex, sexual orientation, gender identity, national origin, veteran or disability status.