



Costume Production Assistant

Job Description:

The Costume Production Assistant (CPA) position is a full-time, hourly, seasonal, non-exempt position, which reports to the Costume Shop Manager (CSM). The CPA supports the CSM with costume builds and alteration, craft work, fittings, and day-to-day costume shop organization during production of one or more seasonal productions and related seasonal events between September 2026 and March 2027.

Essential Duties & Responsibilities:

- Assists with patterning, cutting and stitching of costume builds and alterations
- Assists with executing fittings and taking notes
- Assists with creating inventories
- Assists with searching and shopping for costume items
- Assists with any craft or dyeing projects
- Assists with finishing, organizing, and preparing costume items for load-out to the theatre or any related venues
- Assists Wardrobe Supervisor (WS) with loading in costumes to the theatre and organizing them for tech dress sessions
- Assists with shop and costume stock organization, restocking and shop projects as needed

Qualifications & Requirements:

- Bachelor's degree in Theatre or related occupational field or 3+ years professional experience in theatrical costume construction
- Working knowledge of and competency in garment construction, alteration, and repair
- Experience working with Equity performers and stage managers
- Strong troubleshooting skills
- Ability to multitask, prioritize, and meet deadlines in a fast-paced environment
- Exceptional organizational skills and time management skills
- Ability to engage in positive, productive, and collaborative communications with team members
- Flexible schedule for evening and weekend work calls, special events, rehearsals, etc.
- Reliable transportation and a valid driver's license
- Ability to lift (up to) 50 pounds
- Three references that have had direct supervision

Hourly Pay:

\$20 per hour

To apply, please email a cover letter and resume to our Costume Shop Manager, Brian O'Keefe, at bokeefe@palmbeachdramaworks.org. No phone calls please.