

## **Up with People** **Staging Staff Position Description**

**Title:** Costume Assistant  
**Reports to:** Producer  
**Department:** Production  
**Starting Date:** January or July



### **Core Responsibilities:**

The Costume Assistant will work closely with the Show Director, Costume Designer and the rest of the Performing Arts staff overseeing the training of new students for the Up with People show. Specifically, the Costume Assistant will support the Costume Designer, and Up with People Production Department while developing the overall quality of the show.

### **Responsibilities:**

- Serve as part of the performing arts staging team, working with the rest of the team to teach the Up with People show to new students during the staging and orientation period.
- Assist Show Director and Costume Designer with design implementation.
- Assist with detailed inventories of costumes and props.
- Assist with the cleaning, organization, care and maintenance of all costumes and props.
- Assist with the fit and wear of costumes by working with cast members.
- Assist with training and running of quick change during rehearsals.
- Assist with draping, cutting, sewing, etc. of costumes.
- Other duties as assigned.

### **Qualifications:**

- Ability to execute basic sewing skills.
- Training or education in live musical production.
- Interest in costume design, understanding of design concepts.
- Ability to work successfully with people in diverse and international team environments.
- Highly reliable and able to balance a broad perspective as well as attention to detail.
- Strong self starter, with time management and follow through skills.
- Good communication skills and work ethic.
- Ability to manage multiple priorities simultaneously.
- Experience in the facilitation of experiential education programs for young people.
- Lived or worked in a foreign country.
- Second language skills highly desired.

### **Notes:**

- This position description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.
- Round trip transportation (up to a specified limit) from your home airport to Denver and work-day meals and local transportation for the dates of the position will be covered by Up with People.

### **Application Procedure:**

**To apply for this position, please send a resume or CV along with a cover letter to [Employment@upwithpeople.org](mailto:Employment@upwithpeople.org). In the "Subject" line put your name and the position for which you're applying along with the program start date, (January or July and Year)**