

## Up with People Staging Staff Position Description

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



### Core Responsibilities:

The Costume Assistant works closely with the Show Director, Costume Designer, Technical Director and the rest of the production staff to help train new participants and prepare costumes and props for the Up with People (UWP) show. They assist with the preparation, inventory and maintenance of all UWP costumes and props while also helping teach and mentor participants in their understanding of show and specialty costumes.

### Specialized Responsibilities:

- Working alongside the rest of the performing arts team to teach all aspects of the UWP show to new participants during the staging and orientation period.
- Assist the director and designer with draping, cutting, or sewing any new elements or costume changes.
- Coordinate the overall cleaning, maintenance, repair and preparation of all costumes and props.
- Assist with updating and creating detailed inventories of all UWP costumes and props.
- Assist the director / designer to coordinate cast-provided show costumes and any UWP-provided pieces.
- Assist the show team by helping teach workshops in the proper wear and care of all costumes and props.
- Assist with training the costume crew and overseeing the costume room during tech week.
- Assist with any costume or warehouse needs during staging.
- Support with technical needs during staging.
- Other duties as assigned.

### Qualifications:

- Training or education in costume design, technical theater or a related field
- Ability to execute basic sewing skills; ideally handcraft and machine
- Strong self-starter, with good time management and follow-through skills.
- Ability to work successfully with people in diverse and international team environments.
- Ability to manage ambiguous situations and openness to new and complex circumstances.
- Highly reliable with the ability to work under tight deadlines and to effectively manage multiple projects simultaneously.
- Strong verbal and written English skills to be able to effectively present information to an international audience of fellow staff, participants and the general public.
- Strong organizational, project management and planning skills.
- Experience in the facilitation of experiential education programs for young people.
- Lived or worked in a foreign country.
- Proficient computer skills, including Word, Excel, PowerPoint and Outlook.
- Second language skills highly desired.
- Ability to maintain confidentiality and exercise discretion.
- Experience in crisis management.
- Experience in conflict resolution.
- A model of exemplary ethics.

### Notes:

- This position description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the role.
- Round trip transportation (up to a specified limit) from your home airport to Denver and workday 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, include your name and the position for which you are applying, along with the program start date, (January or July; and Year).