



COSTUME WORKROOM SUPERVISOR

The Santa Fe Opera, a world renowned opera company producing a 5-show summer repertory season in its unique outdoor theater, is seeking qualified applicants for Costume Workroom Supervisor. This year round position will collaborate directly with the Costume Director and Associate Costume Director, and is responsible for hiring and supervising seasonal employees, coordinating daily costume shop schedules and workflows, and managing labor budgets.

This position is well suited for strong leaders that enjoy mentoring the next generation of costume professionals while collaborating with leading industry designers, fabricators and artists. Ideal candidates employ a collaborative, human-driven approach to ensuring a safe, productive and positive work environment.

Responsibilities include, but are not limited to: hiring and onboarding 65+ seasonal staff and apprentice technicians; assigning and managing seasonal costume shop teams, workflows and daily schedules; assisting in managing outside makers; scheduling and overseeing all fittings; and managing the shop labor budget. The Workroom Supervisor also assists the Stock and Rental Coordinator in maintaining costume stock and facilitating rentals; tracks shop supplies and assets; and assists in maintains shop equipment and coordinating repairs.

Skills desired include the understanding and implementation of safe practices in a theatrical environment; ability to build and manage teams with empathy, active listening and an awareness of nonverbal cues and inter-personal dynamics; a willingness to work within rigorous timelines with a variety of personalities and skill levels; strong organizational and time management skills, adaptability and ability to communicate efficiently while managing multiple projects; an understanding of industry labor expectations and associated budgetary management; a strong knowledge and vocabulary in costume and craft construction methods and materials; the ability to maintain and repair costume shop equipment. A valid driver's license is required.

The Santa Fe Opera supports employees with its robust safety program, devotion to environmental sustainability and commitment to equity, diversity and inclusion while setting the industry standard for stage craft.

A 40 hour work week is typical September through April. During the May through July summer season, the workweek is typically six days a week and can occasionally be up to twelve hours a day. The summer festival season is challenging but rewarding as we see all of our collective planning come to fruition! The annual salary for this year-round, exempt position is \$62,000/year. Benefits include low premium medical, dental and vision insurance; short and long term disability, life insurance and long term care paid fully by the Opera; Employee Assistance Program; immediate eligibility for payroll contributions to the Opera's 403(b) retirement plan with employer match after year one (at the next plan admission date); paid vacation policy starting at 2 weeks and increasing after year one; sick and bereavement leave; and 11 paid holidays throughout the year. Staff are also able to take advantage of discount tickets at the Opera and other Santa Fe venues, as well as a number of local businesses and parking is free.

This job description in no way implies that these are the only duties to be performed by the employee occupying this position. The fundamental job requirements are included, and these are the essential job functions. Employees will be required to perform any other job-related duties assigned by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

The Santa Fe Opera has an industry-wide reputation as an excellent employer, providing rewarding opportunities amid a setting of great natural beauty. As an Equal Opportunity Employer, the Santa Fe Opera celebrates diversity and inclusion. We do not discriminate against any employee or job applicant on the basis of race, color, religion, national origin, creed, gender, sexual orientation, pregnancy, disability, age, veteran status, political affiliation or philosophy. All qualified applicants are encouraged to apply.

The Santa Fe Opera has implemented a mandatory COVID vaccination policy, which requires employees/interns to be fully vaccinated against COVID to perform work for the company or have been approved for an accommodation based on disability or sincerely held religious belief. Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine and a booster.