

Costume Technology Director Auburn University

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Posted Jun. 9, 2025, set to expire Oct. 31, 2025

Job Title	Costume Technology Director
Department	Theater and Dance
Institution	Auburn University Auburn, Alabama
Date Posted	Jun. 9, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Drama/Theater/Theater Education Design - Fashion & Textile Design
Job Website	https://www.auemployment.com/postings/54036
Apply By Email	
Job Description	

The College of Liberal Arts is seeking a Costume Technology Director to oversee the daily operations of the Costume Studio. This role includes managing staff, maintaining supplies, upkeep and maintenance of tools and machines, budgeting and purchasing.

Manage

Create and maintain a production build schedule for each production of the season. Manage Production Wardrobe and oversee the work, schedules, and production of all Student Staff, and over-hire professional Drapers. Assign and oversee build loads for both student staff and any over-hire drapers, including wig styling and maintenance. Schedule and run all fittings for all productions. Maintain professional communication in relation to productions, student staff, and professional drapers. Communicate regularly with all designers, directors, stage managers, and actors. Attend all production meetings and dress rehearsals and oversee student wardrobe. Maintain MSDS and other safety measures. Inventory all tools, notions, fabric and other consumables. Maintain all tools and machines

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to ensure they are in working and safe order.

Teach

Instruct all costume studio practicum classes. Advise and Mentor students through advanced sewing/firsthand/draping projects. Facilitate Directed Studies if desired in area of expertise. Assist Faculty in Teaching Costume Construction, Advanced Costumes, and Advanced Makeup. Mentor/Manage all wardrobe crews for each production.

Design and Build

Drape garments, draft original patterns, build mock-up garments, and build or alter final garments for each production as needed. Attend all fittings. Maintain working knowledge of historic and contemporary patterning, draping, and garment construction, as well as historic and contemporary style and fashion. Build and/or front, set and style, and maintain all wigs for productions. Serve as designer on one production per year.

Purchase/Budget

Manage accounts with various retailers to maintain tax exempt status. Adhere to budget constrictions and communicate with Production Director regarding money and needs to determine budget allocation. Make fabric and/or costume purchases for all designers, maintaining communication regarding designs and budget. Purchase all supplies and tools as needed.

Other

Attend all faculty/staff meetings. Recruit students during recruitment events such as SETC and Trumbauer Theatre Festival. Maintain costume stock, organizing by period and style and ensuring temperature and humidity are appropriate for soft goods. Maintain wig stock, including keeping it clean and appropriately labeled.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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