

Costume Production Assistant (Hourly)

MusicalFare Theatre

Buffalo, NY

\$18/hour | Up to 15 hours per week (Maximum of 375 hours per season) | Hybrid
(Costume Stock/Theatre/Errands)

Start Date: On or around August 10, 2026

TO APPLY:

Please email info@musicalfare.com with a cover letter and resume.

POSITION OVERVIEW:

MusicalFare Theatre seeks a highly organized, responsible, and collaborative individual who, under general supervision, supports the costume designer and wardrobe team and performs crafting, sewing and organizational duties as needed in support of the 2026/27 productions. Applicants with all levels of sewing, crafting, and costume experience are encouraged to apply. While experience with hand sewing, home sewing machines, sergers, and costume construction is valued, there are significant opportunities for on-the-job learning and skill development for individuals with an interest in costuming and a willingness to learn. The successful candidate demonstrates a commitment to continuous learning and professional growth while contributing to a collaborative and creative environment.

This position is hybrid, with work taking place remotely, in the costume stock, at local stores shopping and returning, and on-site at the theater. Hours will vary and may include evenings and weekends, particularly during rehearsals and tech.

ESSENTIAL DUTIES:

The exact daily tasks depend on the scale of the production, but typically include the following areas:

- Assist in pulling clothing for the season's productions.
- Assist in organizing and maintaining the costume stock, including cleaning and repair.
- Assist with the making and/or altering of costumes for the productions.
- Attending costume fittings with actors to take detailed notes, label clothing and organize racks.
- Assist in organizing and attending the costume parade for each production.
- Assist with purchasing and returns.
- Assist in the creation of each production's costume "bible", including wardrobe sheets.
- Assist with costume load-in and strike for each production.
- Maintain confidentiality of information (including but not limited to: actor and employee personal information, etc.), both during and after their employment with MusicalFare.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read and comprehend the English language sufficiently to be able to read and understand various job-related forms, documentation, files and information.
- Basic mathematical skills including addition, subtraction, multiplication and division to be able to verify accuracy of work.
- Proficiency and/or willingness to learn to handle various home sewing machines, sergers, industrial irons and other tools unique to a costume shop.
- Ability to receive telephone calls, respond to inquiries and effectively communicate with others.
- Excellent organizational skills with attention to details with an overall knowledge of period clothing and how to care for them.
- Ability to perform all essential job functions accurately with minimal direct supervision.
- Ability to display sound judgment to ensure timely processing and completion of assigned tasks.
- Strong time-management skills to juggle multiple actor fittings and strict production deadlines.
- The ability to lift costume racks, handle storage bins, and stand for extended periods of time.
- Access to reliable transportation is required, as this role requires on-site support at various MusicalFare locations across Western New York. As well as the ability to transport costume pieces as needed.

ERGONOMIC REQUIREMENTS:

The functions of the position are usually performed with a considerable amount of standing and sitting. Some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying and other movements may be required. Tasks involving working on a computer keyboard, fabric and pattern cutting, and hand sewing require extensive wrist and hand movement. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.