



Job Posting: Costume Designer and Shop Supervisor

Organization: Midland Community Theatre

Location: Midland, TX

Employment Type: Full-time, Exempt

Reports to: Production Manager / Executive Director

Start Date: 07/01/2026

About Us

Midland Community Theatre is a mission-driven, community-focused nonprofit theatre dedicated to producing high-quality live performances and providing arts education that inspires, challenges, and engages audiences of all ages. We produce 10 mainstage productions each year along with special events, youth programs, and community partnerships.

Position Overview

The Costume Designer is responsible for overseeing the design, sourcing, construction, and maintenance of all costumes for Midland Community Theatre (MCT) productions. This role ensures costume elements align with the artistic vision of each production while remaining functional, safe, and practical for performers. The position also supervises the costume apprentice and manages shop operations, volunteer coordination, fittings, budgeting, and costume inventory.

The ideal candidate is a collaborative leader with strong technical skills, excellent communication abilities, and a passion for creating meaningful theatre in a nonprofit environment.

Responsibilities

Design & Production Operations

- Design, Procure and Construct all costumes for MCT Productions. When a production has a Guest Designer, supervised process to ensure smooth process.
- Coordinate and schedule dress rehearsals, load-ins, strikes, and maintenance.
- Create artistic representations of design, when necessary create technical drawings and construction plans while operating within budget.
- Supervise construction, fittings, operation, and maintenance of costume elements.

Leadership & Collaboration

- Work closely with directors, designers, stage managers, and production staff.
- Train and supervise wardrobe crew, over-hire labor, and volunteers.
- Facilitate clear communication across artistic and production teams.

Budgeting & Resource Management

- Manage production budgets in collaboration with staff and guest designers.
- Oversee purchasing, rentals, and inventory of materials and equipment.
- Maintain workshop, theatre spaces, and storage areas.

Safety & Compliance

- Ensure all work follows industry best practices, OSHA guidelines, and theatre safety protocols.
- Provide training in safe tool usage and backstage procedures.

Qualifications

Required

- Proven experience as a Costume Designer, Stitcher, or First Hand in theatre production.
- Strong skills in costume construction, make-up, wigs, and/or custom elements.
- Ability to read and create technical drawings.
- Experience managing budgets and timelines.
- Strong organizational and communication skills.
- Ability to lift 50lbs and work at heights when necessary.

Preferred

- Experience in a nonprofit or community-focused organization.
- Knowledge of the Permian Basin.
- Terminal Degree in Costume Design or similar focus.
- Commitment to equity, accessibility, and inclusive practices.

Compensation & Benefits

- **Beginning Salary Range:** \$48,000 - 56,000 commensurate with experience.
- Benefits include health insurance including option for spouse and dependants, PTO, professional development, complimentary tickets, and a 3% retirement match.

To Apply

Please send a résumé, brief cover letter, and two references to:

Email: ej@mctmidland.org

Subject Line: *Costume Designer – [Your Name]*

Applications will be reviewed on a rolling basis until the position is filled.