

TheatreWorks

SILICON VALLEY

COSTUME RENTALS MANAGEMENT INTERNSHIP

This internship is recommended for students of costume design, art history, fashion history, and business management. TheatreWorks maintains a costume collection of approximately 50,000+ garments, hats and shoes. The costumes are made available to local theatre companies, film companies and schools for use in their productions. A costume design project will be built into the schedule and offers an opportunity to walk through the design process, practice presentation skills, and build a portfolio.

Responsibilities may include:

- Assisting TheatreWorks staff with maintenance and organization of stock
 - Assisting visiting costume designers and co-op members in finding, selecting, and pulling costumes
 - Ascertaining measurements, style, period, and other classifying factors for identifying garments
 - Label costumes for inclusion in the collection
- Assist with rental check-in/check-out including some bookkeeping tasks

Skills:

- Excellent organizational skills
- Familiarity with MS Word and Excel
- Able to work independently
- Physical strength and stamina—the collection is maintained in a warehouse setting, with multiple tiers of costumes
- Flexible/good attitude—intern is expected to pitch in when needed on a wide variety of projects

Special Issues:

The costume warehouse is an open warehouse environment. Must be physically fit and able to climb rolling staircase ladders. There is some dust. Warehouse environment is not heated or air-conditioned but is reasonably comfortable. The stockroom is adjacent to the costume shop, the rehearsal hall and the green room. Dress code is casual (jeans & t-shirts ok); clothing should be appropriate to the type of work performed keeping safety, comfort, and professional appearance in mind. Flat, closed-toe and

closed-heel footwear are required for safety reasons.

Dates/Hours:

Hours are flexible and by arrangement with the Costume Rentals Manager, generally during normal rental appointment hours:

Tuesday through Thursday, 10am-5pm, Friday, 10am-3pm. We require a time commitment minimum ***of 14 hours per week*** over a ***12 week span***. Internships in this department are available year-round.

Please call ***Melissa Sanchez*** at (650) 463-7143 or email costumerentals@theatreworks.org to coordinate.