PLIMOTH PLANTATION JOB DESCRIPTION

Department: Museum Experience Group
Job Title: Manager of Indigenous and European Clothing and Textiles
Reports to: Director of Museum Experience Group Operations
FLSA: Non-Exempt
Position: Full-Time, Year-Round
Supervises: Historical Clothing and Textiles Staff, Volunteers, and Interns

POSITION SUMMARY
Oversee historical clothing and textiles interpretation and production for all living history sites, managing daily operations, including budgeting, ordering and processing of supplies, interdepartmental communication, and scheduling. Research, design, produce, repair and maintain the reproduction European and Indigenous clothing for the staff and sites of the Museum Experience Group. Provide training for the staff in how to wear and care for their clothing. Work with site wardrobe leads to ensure staff are trained in the history of the style of clothing to strengthen the exhibit and the interpretation of textiles and clothing in Historic Patuxet and Plymouth Colony. Represent the Museum’s Indigenous and Historical European Clothing and Textiles programming to other museums, historical organizations and media outlets.

Whether full-time or part-time, year-round or seasonal employees, all Plimoth Plantation staff are expected to promote and to advance through their work the mission, vision, values, programs, and impact of the Museum. This is vital to the Museum’s continued success in fulfilling its educational mission and especially important when presented with opportunities for participating in membership, volunteer and donor development.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Based on thorough research, create the clothing for the living history exhibits and programs.
- Hire, train, and supervise historical clothing and textiles staff, including volunteers and interns; also provide training for Indigenous and Colonial Programs staff to help them interpret period concepts of clothing as well as the clothes they are wearing.
- Set departmental goals, assign and supervise textile projects for staff, volunteers and interns.
- Supervise pattern drafting, construction, fitting and alteration of historically accurate reproduction clothing and household textiles using modern and period techniques.
- Oversee maintenance and repair of reproduction clothing and textiles, including laundering and mending.
- Oversee production of related textile crafts, such as weaving, dyeing, and knitting.
- Intake and inventory all issued wardrobe and textiles used on the Living History Sites.
- Conduct and document research to improve and expand current wardrobe programming and develop new programs and exhibits.
• Evaluate and continually strive to improve the Museum’s interpretation of clothing, textiles, fiber processes, and sewing skills in first- and third-person.
• Serve as costume and textile adviser on the Museum’s film and photo shoots, and consult with filmmakers, photographers and writers involved with Museum-approved projects.
• Maintain accurate records of department’s activities, including clothing issued to interpreters, volunteer hours and knitting kits.
• Initiate and coordinate departmental outreach activities such as Weavers’ Guild of Boston, attend meetings and conferences, present programs and coordinate projects for special audiences beyond the regular Museum guests or staff members.
• Answer questions for staff and the public via telephone and email.
• Provide instruction and training for Indigeous and colonial programs staff in order for them to help the Museum’s diverse guests to understand the general importance of clothing, sewing and textiles in Historic Patuxet and Plymouth Colony.
• Instruct staff in effective interpretation of practices, beliefs, and attitudes pertaining to clothing and textiles in Historic Patuxet and Plymouth Colony.
• Assist in establishing departmental and program priorities. Communicating these goals, and ensure that staff have the tools, training, and materials to accomplish departmental work plans.
• Fulfill administrative tasks related to position including approving and submitting timesheets, budgeting, scheduling, hiring, formally and informally evaluating staff (including positive feedback and disciplinary action).
• Collaborate with management peers and the Museum’s directors in moving the organization forward as a prominent cultural institution with a national and international reputation for excellence. Provide leadership in working collaboratively with other departments on special projects, exhibits, grant proposals, public relations and special events.
• Serve as a valuable professional resource in specialized areas that serve Plimoth Plantation, the museum field, and the wider range of interested individuals and organizations.
• Assist and mentor Museum Programs Staff in developing specialized skills and competencies, in maintaining the highest standards for museum programs and exhibits, and in developing new programs and exhibits for the benefit of our Museum audiences.
• Pursue professional and program development by conducting appropriate research, consulting with experts and peers, and preparing documentation for internal or external publications.
• Instruct staff in safe use of their historical clothing; promote safe practices.
• Attend meetings at the request of supervisor.
• Determine yardage of fabric, notions, and trim necessary to be made or purchased for projects.
• Cut or supervise the cutting of all fabric for the historical clothing.
• Fit the costume to the person who will be wearing it.
• Correct patterns and alter costumes as necessary.
• Give direction and instruction to other shop staff and volunteers.
• Create an annual work plan.
• Manage staff and volunteer time and work flow.
• Research the period, style, and techniques necessary to create the clothing.
• Collaborate and communicate effectively with all Museum departments and all those involved in the costume construction process including supervisors, staff, volunteers and guest artisans.
• Attend morning meeting daily and ensures direct reports attend as well.
• Maintain appropriate inventory of tools, materials and supplies.
• Participate in the upkeep and cleanliness of the fitting room, workrooms, office and other spaces in the shop.
• Reach out to personal and professional connections on behalf of Plimoth Plantation.
• Other duties as assigned.

This description focuses on the primary duties of the position. It is not designed nor intended to include all duties inherent in satisfactory performance of the position.

REQUIRED SKILLS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The skills, knowledge, abilities and personal characteristics that are essential to this job are:
• Professionally demonstrated understanding of European clothing and textile history, and the ability to apply this knowledge in a hands-on way in the construction of garments.
• Excellent tailoring skills.
• Reliability, dependability and punctuality.
• Patience and imperturbability.
• Excellent interpersonal skills are essential. A good sense of humor will help to keep everything in perspective.
• Ability to follow simple directions.
• Attention to detail.
• Personal accountability.
• Being courteous.
• Honesty.
• Ability to work safely.
• Possess a great degree of dexterity.
• Ability to communicate skillfully with a wide range of people from different cultural and social backgrounds.
• Ability to communicate skillfully with people of varying ages, language skills and physical abilities.
• Ability to interpret and apply the information you learn.
• Fluency in English, strong verbal skills, and ability to communicate clearly and engagingly with guests and colleagues.
• Ability to communicate effectively in writing is essential.
• Assume leadership role in initiating and advancing team programming.
• Capacity to analyze, synthesize and accurately discuss varied primary and secondary historical sources, both documentary and material.
• Engaging and creative personality for sharing the Museum’s comprehensive themes and content in ways that inform and entertain informal learners.
• Ability to work independently, without direct supervision.

**EDUCATION and EXPERIENCE**
- Master’s Degree in Theatrical Costume Design, Textile Arts, Art History or similar.
- Professional experience in constructing reproduction historical or theatrical garments.
- Management experience required, management of a costume shop or related similar experience required.

**PHYSICAL REQUIREMENTS**
The physical demands outlined here are representative of those that must be met by an employee to perform successfully the essential functions of the job. The work requires strenuous activity necessitating good cardiovascular condition, and there can be significant repetitive or strenuous motion necessary to accomplish certain tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work sitting, standing, kneeling, or bent over, sometimes for extended periods of time.
- Capable of lifting and moving objects sometimes in excess of 25 pounds.
- Should be able to drive or ride in vehicles for extended periods. Must have a valid driver’s license.
- Ability to use modern and period tools needed for effective supervision of the Museum’s clothing and textile program; and for teaching, demonstrating and interpreting textiles, clothing construction and reproduction Indigenous, English and Dutch fashions.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The Historical Clothing and Textiles Department is located in a climate controlled, well-lit wing of a building.
- Work occurring on the historic sites is not climate controlled, and much of that work occurs outdoors in a variety of weather conditions.
- Work occurring on the historic sites may be performed in dusty and smoky environments, in poorly lit areas, near open fires, and in cramped and crowded places.
- The noise level in the workplace varies from quiet to loud.

**ADDITIONAL REQUIREMENTS**
Some weekend and holiday work is required.

**CORE COMMITMENT**
Whether part-time or full-time, year-round or seasonal, all staff and volunteers at Plimoth Plantation advance the Museum’s educational mission and strategic goals. They uphold the Museum’s core values and principles in their work and in all of their interactions with the public and with coworkers. This commitment helps to ensure that Plimoth’s reputation for excellence is
maintained and that, as stewards of the Museum, we are helping to create a relevant and sustainable future for Plimoth Plantation. The core principles that guide us in our work are:

- Safety and Comfort
- Compassionate Customer Engagement
- Professional Excellence
- Personal Accountability
- Advance a Culture of Philanthropy
- Teamwork