



Weston Playhouse Theatre Company
FALL WARDROBE SUPERVISOR
Seasonal, Full-time Staff

Reports to: Production and Operations Manager
Start Date: September 6, 2021
End Date: October 26, 2021
Work Week: 6 days, 8-10 hours/day, day off may vary week to week
Housing: Single room, shared kitchen and bath in company housing
Compensation: \$550-650/ week, housing included

Responsibilities include, but are not limited to:

- Direct, supervise and participate in wardrobe needs for one production at Weston Playhouse at Walker Farm;
 - Ensure consistent successful execution of costume and wig quick changes for one production at Weston Playhouse at Walker Farm;
 - Care, laundering, and maintenance of show clothes, wigs, costume accessories, quick changes;
 - Participate in costume fittings when possible;
 - Create and assign all wardrobe duties;
 - Create and distribute necessary show paperwork;
 - Tend to actor wardrobe needs; enforce Equity wardrobe regulations;
 - Attend designer run throughs and all tech rehearsals;
 - Attend production meetings as needed;
 - Work in costume shop to assist with notes as possible;
 - May be asked to assist on minimal run crew and sound/A2 duties during the run of the show;
 - Collaborate and communicate with Costume Shop Manager and Costume Designer on costume looks, choices, quick-rigging, construction, sourcing of materials, in order to maintain integrity of costume design and production standards throughout each show run;
 - Work directly with Costume Staff on load-in, tech, and strike of all costume elements;
 - Actively promote and participate in a culture of job safety in all work areas;
 - Maintain cleanliness of wardrobe and dressing room areas;
 - Maintain wardrobe, laundry, and show expendable supplies - consulting with Costume Shop Manager on budgets;
 - Provide support for special events and company projects as needed;
- **Requirements:**
- Minimum of 1-2 years professional experience as Wardrobe Supervisor or equivalent;
 - Demonstrated interest and proficiency in costuming construction, alteration, clothing care techniques;
 - Solid wig styling and maintenance skills;
 - Ability to lift 50 lbs safely with assistance;
 - Proven organizational and time-management abilities; excellent communication, collaboration and computer skills (using own laptop) a must;
 - Ability to manage multiple, overlapping productions and projects, and personalities with grace;
 - Prior experience working with Equity actors; knowledge of AEA wardrobe guidelines;
 - Valid driver's license with clean driving record; own car with valid, current insurance coverage preferred. Mileage will be reimbursed for all business related trips;
 - Ability to work long days with irregular schedule with positive attitude;
 - Ability to thrive in rural area with limited cell phone service

Weston Playhouse Theatre is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

To apply, send cover letter, resume, and three references to hire@westonplayhouse.org.
For more information check out our website at <https://www.westonplayhouse.org/>