Weston Playhouse Theatre Company
PLAYHOUSE WARDROBE MANAGER
Seasonal, Full-time Staff

Reports to: Costume Shop Manager
Start Date: June 15, 2020
End Date: September 6, 2020
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: $350-400/week, housing included

Responsibilities include, but are not limited to:
- Direct, supervise, and participate in the wardrobe needs for three Playhouse productions;
- Ensure consistent successful execution of costume and wig quick changes for all Playhouse productions;
- Care, laundering, and maintenance of show clothes, wigs, costume accessories, and quick changes;
- Participate in costume fittings when possible;
- Create and assign all wardrobe duties;
- Train, mentor, and supervise intern wardrobe run crew;
- 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 Sound Engineer with minimal A2 duties during run of show;
- Collaborate with Costume Shop Manager on wardrobe intern scheduling for all Playhouse productions;
- Collaborate and communicate with Costume Shop Manager and Costume Designers on costume looks, choices, quick-rigging, construction, and 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 up to 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. Must be willing to use personal vehicle for business purposes if necessary. Mileage will be reimbursed for all business-related trips;
- Ability to work long days with irregular schedule with positive attitude;
- Ability to thrive in a rural area with limited cell phone service.

Updated January 2019
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 hiring@westonplayhouse.org.

For more information check out our website at https://www.westonplayhouse.org/