



**Weston Playhouse Theatre Company**  
**SECOND STAGE WARDROBE MANAGER**  
**Seasonal, full-time**

Reports to: Costume Shop Manager  
Start Date: June 3, 2019  
End Date: August 21, 2019  
Work Week: 6 days, 8-10 hours/day, day off may vary week to week  
Housing: Private room, shared kitchen and bath in company housing

**Responsibilities include, but are not limited to:**

- Direct, supervise and participate in wardrobe needs for three Second Stage performances;
- Ensure consistent successful execution of costume and wig quick changes for all WPTC productions;
- Care, laundering, and maintenance of show clothes, wigs, costume accessories, 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 on minimal run crew and sound/A2 duties during the run of the show;
- Collaborate with Costume Shop Manager on wardrobe intern scheduling for all WPTC productions;
- 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

Compensation is between \$400-425/ week, housing included.

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](mailto:hire@westonplayhouse.org).

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