



Weston Playhouse Theatre Company
WARDROBE MANAGER
Seasonal, full-time

Reports to: Costume Shop Manager
Start Date: Mid May
End Date: Early September
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 mainstage performances
- Oversee wardrobe support for four OtherStages' productions, helping train and mentor costume interns in quick-change preparation, costume care and maintenance
- 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
- 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
- Collaborate with Costume Shop Manager on wardrobe intern scheduling for all WPTC productions
- Collaborate and communicate with Costume Shop Manager and Costume Designer(s) 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
- Mentor and supervise interns, dressers as needed
- 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 and independently
- Proven organizational and time-management abilities; excellent communication, collaboration and computer skills 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 license with clean driving record. Own car a plus.
- Ability to work long days with irregular schedule with positive attitude
- Ability to thrive in rural area with limited cell phone service