



## Wardrobe Crew – Job Description

**JOB TITLE:** Wardrobe Crew

**ALTERNATE TITLES:** Wardrobe Dresser, Wardrobe Assistant, Wardrobe Technician

**REPORTS TO:** Wardrobe Supervisor, Costume Shop Manager, Production Manager

**JOB TYPE:** Seasonal, Salaried

**SUPERVISES:**

**GENERAL JOB STATEMENT:** The Wardrobe Crew is responsible for the care and maintenance of finished costumes as used in the production. The Wardrobe Crew provides hands on assistance with costumes to actors in their dressing rooms and/or backstage. During non-show weeks, wardrobe crew may be required to act as stitchers in the costume shop or in another costume-related field as determined by the Costume Shop Manager.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Review of costumes prior to each performance.
- Assist with costumes load-in, strike, and dressing as assigned.
- Assist actors with dressing and quick changes.
- Maintenance of show costumes including laundry and repair.
- Maintain clean and safe workspace.
- Perform pre-show setup and post-show clean up.
- Perform emergency costume repairs as necessary.
- Attend fittings and rehearsals as needed.
- Ensure proper placement of costume pieces prior to show.
- **Any other tasks as requested by the Costume Shop Manager or the PM.**

### **QUALIFICATIONS AND SKILLS:**

- Minimum 3 years' backstage costume experience.
- Excellent interpersonal skills.
- Ability to maintain a professional demeanor when working backstage with performers.