



Wardrobe Supervisor – Job Description

JOB TITLE: Wardrobe Supervisor

ALTERNATE TITLES: Lead Wardrobe Dresser, Wardrobe Lead, Lead Wardrobe Technician

REPORTS TO: Director of Production, Asst. Production Manager, Head of Costumes,

JOB TYPE: Seasonal, Salaried

SUPERVISES: Wardrobe Crew

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

PRINCIPAL 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.
- Maintain a clean, organized, and safe work environment
- Any additional tasks as assigned by Director of Production, Asst. Production Manager, or Head of Costumes
- Generate any necessary paperwork for wardrobe crew.

QUALIFICATIONS AND SKILLS:

- 3 years' backstage costume experience preferred.
- Excellent interpersonal skills.
- Ability to lead a crew.
- Ability to maintain a professional demeanor when working backstage with performers.
- Excellent communication, organization, collaborative and interpersonal skills.
- Willingness to learn new techniques and methods in given field.