



## Wardrobe Crew – Job Description

**JOB TITLE:** Wardrobe Crew

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

**REPORTS TO:** Director of Production

**JOB TYPE:** Seasonal, Salaried

**SUPERVISES:** N/A

**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.

### **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 other tasks as assigned by Director of Production or Head of Wardrobe.

### **QUALIFICATIONS AND SKILLS:**

- 2 years' backstage costume experience preferred.
- Excellent interpersonal skills.
- 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.