



## Wardrobe Supervisor– Job Description

**JOB TITLE:** Wardrobe Supervisor

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

**REPORTS TO:** Head of Costumes

**JOB TYPE:** Seasonal, Salaried

**SUPERVISES:** Wardrobe Crew

**GENERAL JOB STATEMENT:** The Head of Wardrobe is responsible for the care and maintenance of finished costumes used in production. The Head of Wardrobe 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 another costume-related field as determined by the Head of Costumes. This position will also be required to organize at least 1 one-hour department-specific educational workshop for the apprentice program.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Review of costumes before 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 before the show.
- Maintain a clean, organized, and safe work environment
- Any additional tasks assigned by the Director of Production or Head of Costumes.
- Organize at least 1 one-hour department-specific educational workshop for the apprentice program.
- Generate any necessary paperwork for the wardrobe crew.

### **QUALIFICATIONS AND SKILLS:**

- 3 years of 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, collaboration, and interpersonal skills.
- Willingness to learn new techniques and methods in the given field.