

Wardrobe Supervisor – Job Description

JOB TITLE: Wardrobe Supervisor

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

REPORTS TO: Director of Production, Asst. Production Manager

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 during show runs, dressing performers in their dressing rooms and/or backstage.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Attend fittings and rehearsals as needed.
- Review costume plot and physical costumes with designer to ensure all pieces are accounted for per look.
- Lead costumes load-in, strike, and dressing assignments.
- Generate any necessary paperwork for wardrobe crew.
- Perform pre-show setup and post-show clean up.
- Ensure proper pre-set placement of costume pieces prior to show.
- Assist wardrobe crew and actors with coming up with the dressing and quick change plan.
- Work with Head of Costumes to ensure quick change garments are rigged properly for changes.
- Perform emergency costume repairs as necessary.
- Be lead dresser for lead performers.
- Review of costumes prior to each performance for any repairs.
- Work with Stage Management and Deck Head to determine best locations for quick changes.
- Maintenance of show costumes including laundry and repair.
- Maintain a clean, organized, and safe work environment
- Any additional tasks as assigned by Director of Production.

QUALIFICATIONS AND SKILLS:

- 3 years' backstage costume experience preferred.
- Excellent interpersonal skills.
- Ability to lead MTWichita Wardrobe Crew as well as any additional Union Wardrobe assistants needed for a given production.
- 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.