

ASSISTANT WARDROBE SUPERVISOR

Start Date: May 25, 2020

End Date: September 13, 2020

The Assistant Wardrobe Supervisor is responsible for assisting in the planning of day-to-day operations of the costume/wardrobe department, the running of shows and maintaining the artistic integrity and vision of the designers and directors. The position reports to the Wardrobe Supervisor, Costume Shop Manager, and Director of Production.

Duties Include:

- To assist with training and supervising of wardrobe interns
- To assist in developing, organizing and updating all wardrobe paperwork including run sheets, individual tracks and final piece lists prior to the start of tech.
- To attend and participate in all technical rehearsals and previews for all productions.
- To assist in organizing and implementing wardrobe load-in.
- To assist in transporting costumes and all related accessories to and from all rehearsal and performance spaces as needed.
- To assist with organizing and implementing costume strike for all production and to assist in transporting all costume pieces to costume storage and restock all items in their proper place.
- To assist with the laundry, dry cleaning and maintenance of all costumes for every production.
- To ensure that all costumes/footwear/millinery/wigs are maintained to the level of quality established by the Costume Designer throughout the run of the production.
- To ensure that the wardrobe rooms, backstage areas, and dressing rooms are kept in a clean and tidy manner.

Qualifications:

- Must be able to work effectively with all staff in a co-operative and approachable manner; be proactive & supportive in working with wardrobe crew and other production departments.
- Must comply with Actors Equity rules and regulations for Clothing and Costumes.
- Must possess a comprehensive knowledge of costume maintenance, backstage practices, and costume related disciplines including knowledge of fabric types and associated laundry care, the ability to iron with attention to detail, proficiency in hand and machine sewing, basic knowledge of alteration techniques and costume fitting procedures and basic sewing machine maintenance.
- Experience with hair and/or make-up a plus.
- Must possess the physical ability to do moderate to heavy lifting, climb stairs and sit or stand for extended periods of time. This position is required to work outdoors.
- Must be in residence in the Hudson Valley from May 25 through September 13. Housing and Transportation are provided.

TO APPLY: Send a cover letter and resume in PDF format to jobs@hvshakespeare.org.



HVSF is an Equal Opportunity Employer and all candidates are encouraged to apply.