

## **ASSISTANT WARDROBE SUPERVISOR**

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 Supervisor, and Director of Production.

Responsibilities Include:

- All staff will be required to assist in implementing HVSF's new COVID-19 Safety and follow all health and safety protocols.
- Assist in developing, organizing and updating all wardrobe paperwork including run sheets, individual tracks and final piece lists.
- Attend and participate in all technical rehearsals and previews for all productions.
- Assist in organizing and implementing wardrobe load-in at the Theater Tent.
- Participate in transporting costumes and all related accessories to and from all rehearsal and performance spaces as needed and tracking their location.
- 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.
- Compliance with Actors Equity rules and regulations for Clothing and Costumes.
- Coordinate and execute the laundry, dry cleaning and maintenance of all costumes for every production under supervision of Wardrobe Supervisor.
- 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.
- Coordinating appropriate hair and make up training with designer, Wardrobe Supervisor and production management.
- Work closely with other artists to build a safe, respectful, and anti-racist backstage environment
- Practice and promote multi-cultural competency and sensitivity
- Responsible for safety, upkeep, and operations of all HVSF wardrobe workspaces and tools under the supervision of the Wardrobe Supervisor.

Qualifications:

- 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 of all textures 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.
- HVSF requires all staff to be fully vaccinated against COVID-19.
- Must be in residence in the Hudson Valley from June through September. Housing and Transportation are provided.

This is a seasonal position paid \$700 per week.

HVSF is an equal opportunity employer dedicated to building a culturally diverse and equitable environment, and we strongly encourage applications from BIPOC (Black, Indigenous, People of Color) Candidates

TO APPLY: Send a cover letter and resume in PDF format to [jobs@hvshakespeare.org](mailto:jobs@hvshakespeare.org) with the subject line ASST WARDROBE SUPERVISOR