

WARDROBE SUPERVISOR

The Wardrobe Supervisor works closely with the Costume Shop Supervisor and costume designers to execute, and maintain costume, wardrobe, hair and makeup designs and facilities at the Theater Tent for the 2022 Season. This position reports to the Director of Production.

Responsibilities include:

- Participate as a member of the Senior Production Staff. Senior Production Staff include the Lighting Supervisor, Audio Supervisor, Wardrobe Supervisor, Production Carpenter, and are responsible for overseeing the operations at the Theater Tent.
- All staff will be required to assist in implementing HVSF's new COVID-19 Safety and follow all health and safety protocols.
- Supervise the Wardrobe Assistant including creating a laundry and run crew schedule.
- Oversee all run of show operations including maintenance, running of the show, post-show clean-up, laundry, and small maintenance calls as assigned.
- Create of run paperwork and quick change plans and documentation
- Maintain and clean all costumes and wigs, including scheduling dry cleaning.
- Work with the Costume Shop Supervisor and costume designers to execute fittings and day work as needed.
- Coordinate appropriate hair and makeup training for actors with designers and production management.
- Ensure that all Actors' Equity rules pertaining to costumes and wardrobe are followed.
- Work closely with other artists to build a safe, respectful, and anti-racist backstage environment
- Display 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 Director of Production.

Qualifications:

- Experience working with Actor's Equity rules and regulations.
- 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 types of all textures and make- up a plus.
- Valid Drivers' license and clean DMV record.
- This position is physical in nature and required to work outdoors. The ability to do moderate to heavy lifting, climb stairs and sit or stand for extended periods of time. Ability to bend, kneel, stoop, push, pull and work outside, exposed to the elements.
- This Wardrobe Supervisor is required to be in residence in the Hudson Valley from June through September. Housing and transportation are provided.

This is a seasonal position paid \$880 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 with the subject WARDROBE SUPERVISOR