

2023 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:

- 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.
- Assist with organizing and implementing costume strike for all productions, including transporting and restocking all costume pieces to costume storage.
- 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 makeup training with designer, Wardrobe Supervisor and production management.
- Assist in developing, organizing and updating all wardrobe paperwork including run sheets, individual tracks and final piece lists.
- 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 and Experience

- 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 May 22 through September 24. Housing and Transportation are provided.
- All staff will be required to assist in implementing HVSF's new COVID-19 Safety and follow all health and safety protocols.

Terms and Compensation

This is a seasonal position paid \$18 per hour / \$760 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

To apply, please send your resume and a cover letter in PDF format to jobs@hvshakespeare.org with the subject "[Your Name] – Asst Wardrobe Supervisor". *No phone calls, please.*