



Wardrobe Supervisor

Job Description:

The Wardrobe Supervisor (WS) is an exempt position, which reports to the Costume Shop Manager (CSM). During active performance periods, the WS runs all aspects of wardrobe backstage and manages any over-hire wardrobe crew members. During non-performance periods, the WS supports the CSM with costume builds and alterations, fittings and day-to-day costume shop organization.

Essential Duties & Responsibilities:

- Run wardrobe for all performances, including but not limited to pre-show set up; maintenance; costume changes; post-show clean up
- Manage over-hire wardrobe crew members to ensure performances run safely and smoothly
- Clean, organize, stock and supply backstage area including dressing rooms
- Prep, track, maintain and style all costumes, shoes, wigs/hair, and accessories for all rehearsals and performances
- Complete minor repairs on costumes/accessories as needed during rehearsals and performances
- Create and update all show related checklists, run sheets and other necessary wardrobe documents
- Oversee and coordinate routine and necessary maintenance and repairs of all wardrobe equipment, supplies and materials
- Assist with costume build, alterations and fittings
- Organize costume shop inventory and contents
- Provide support for special events including but not limited to: Perlberg Festival of New Plays, Legacy Project, Young Playwright's Contest (1-minute and 10-minute), Summer Academy, One Humanity Tours, Annual Gala and other seasonal events
- Attend staff and production meetings
- Assist other departments as needed and/or directed by the CSM or Production Manager

Qualifications & Requirements:

- Bachelor's degree in Theatre or related occupational field **OR** 3+ years professional experience in theatrical wardrobe management
- Working knowledge of and competency in garment construction, alteration and repair
- Strong experience in wig maintenance and hairstyling
- Experience working with Equity performers and stage managers
- Strong troubleshooting skills
- Ability to multitask, prioritize, and meet deadlines in a fast-paced environment
- Exceptional organizational and time management skills
- Ability to engage in positive, productive, and collaborative communications with team members, executive staff, patrons, vendors, and other stakeholders.
- Flexible schedule for evening and weekend work calls, special events, rehearsals, etc.
- Reliable transportation and a valid driver's license
- Ability to lift (up to) 50 pounds
- Three references that have had direct supervision

Salary:

\$42,000 per year, negotiable based on qualifications and experience

To apply, please e-mail a cover letter and resume to our Costume Shop Manager, Brian O'Keefe at bokeefe@palmbeachdramaworks.org. No phone calls please.