



## **JOB DESCRIPTION: WARDROBE SUPERVISOR**

Rev: 12/2023

**Job Title:** Wardrobe Supervisor

**Reports To:** Costume Shop Manager, Asst Costume Shop Manager

**Department:** Production/Costumes

**FLSA Classification:** Seasonal Full-Time Non-Exempt or Temporary Full-Time Non-Exempt

**Rate:** \$18.00 per hour (based on experience), time and a half over 40

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment, and is proud to be an Equal Opportunity Employer. Women, non-gender binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are strongly encouraged to apply.

*Please be advised that the current representation for this position is under IASTE Local 84. The benefits outlined will apply until a formal agreement is reached between IA and Goodspeed. It's important to note that these benefits may be subject to adjustments based on the outcome of ongoing negotiations. Do not need to be union to apply.*

**General Statement of Job Function:** The Wardrobe Supervisor coordinates the care, tracking, and maintenance of costume elements during the run of a production. This position assists with dressing and hands on assistance of actors in the dressing rooms and backstage.

### **Principle Duties and Responsibilities:**

- Complete all assigned dressing and quick changes in a safe, accurate and timely manner during rehearsals and performances.
- Inspect assigned costume elements prior to each performance and check for needed repairs.
- Attend and participate in all technical rehearsals, crew calls, technical notes and performances as assigned.
- Participate in load-in and strike of costume elements.
- Assist in the maintenance of assigned costume elements including laundry and repair work.
- Perform emergency costume repairs during a production.
- Ensure proper placement of costume pieces prior to performances.
- Monitor dressing rooms/actor needs during preshow, intermission, and post-performance time periods.

- Notate performance track and communicate responsibilities to Costume Shop Manager for coverage purposes.
- Utilizing the provided Material Safety Data Sheets, practice safe and appropriate use of common chemical based products found in a costume shop including, but not limited to: Dye, Spray Paint, Barge, contact cement, spray adhesives, etc.

**Other Duties and Responsibilities:**

- Provide assistance to other departments during the run of the production that including, but not limited to, prop and wig handoffs.
- Assist CSM and the Costume Rental Collection with pulling, inventorying, maintenance and transportation of costumes for Goodspeed productions and third party rentals.
- Maintain a clean and safe workspace.
- Other duties as assigned.

**Required Qualifications & Skills:** Experience working backstage with costumes; Strong Supervisory Skills; Strong knowledgeable about a variety of hand sewing techniques; Experience using domestic and industrial sewing machines; Able to follow directions and problem solve; Able to repeatedly climb four flights of stairs while carrying 40 pounds; Able to stand up 4-6 hours during tech rehearsal, show run and all performances; Able to work long hours during heavy build and tech periods; Availability nights, weekends, and the occasional Holiday.

**Preferred Qualifications & Skills:** Experience with domestic and industrial sergers; Experience in garment construction; Ability to work collaboratively and effectively with a wide variety of coworkers at different levels of skill and knowledge; Valid driver's license with safe driving record.