



**WARDROBE SUPERVISOR**  
**Seasonal, Full-Time**

**Reports to:** Costume Shop Manager

**Start Date:** June 3, 2024

**End Date:** September 1, 2024

**Housing:** Single bedroom, shared kitchen, and bath in company housing

**Compensation:** \$700-\$800/week, housing included

**Overview:**

Weston Theater Company (WTC) is designed to be a collaborative organization; employees forge interdepartmental relationships and contribute to a positive and supportive workplace through teamwork, flexibility, and goal-oriented cooperation. The successful candidate will be passionate and engaged in their area of expertise and will also demonstrate a willingness to help other departments if needed to fulfill WTC's mission: to create theater to engage, entertain, and inspire our ever-expanding community.

Weston Theater Company is located in rural southern Vermont. Having an appreciation for nature and a quiet small-town vibe for the summer is essential. What we lack in population density, public transportation, and urban conveniences is offset by the beauty of 400,000 acres of national forests, lakes, quintessential general stores, and caring community.

**Responsibilities include, but are not limited to:**

- Supervise two Costume/ Wardrobe Assistants (assistants will split time between Wardrobe and Costume Shop as scheduled by the Costume Shop Manager)
- Direct, supervise, and participate in the wardrobe needs for four productions;
- Ensure consistent successful execution of costume and wig quick changes for all productions;
- Care, laundering, and maintenance of show clothes, wigs, costume accessories, repairs, and quick changes;
- Work with Costume Shop Manager to schedule wardrobe crew. . Work with Director of Production and Operations to manage overtime.
- With Costume Shop Manager implement and execute any design needs, fittings, and alterations;
- Participate in costume fittings as needed;
- Create and assign all wardrobe duties;
- Create and distribute necessary show paperwork;
- Tend to actor wardrobe needs; enforce Equity wardrobe regulations;
- Attend Designer run throughs and all tech rehearsals;
- Attend production meetings as needed;
- Collaborate and communicate with Costume Shop Manager and Costume Designers on costume looks, choices, quick-rigging, construction, and sourcing of materials, in order to maintain integrity of costume design and production standards throughout each show run;

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- Work directly with Costume staff on load-in, tech, and strike of all costume elements;
- Actively promote and participate in a culture of job safety in all work areas;
- Maintain cleanliness of wardrobe and dressing room areas; assist in the upkeep, cleanup, and maintenance of work areas and equipment;
- Maintain wardrobe, laundry, and show expendable supplies - consulting with Costume Shop Manager on budgets;
- Provide support for special events and company projects as needed.

## **PREFERRED REQUIREMENTS:**

- Demonstrated interest and proficiency in costuming construction, alteration, clothing care techniques;
- Wig styling and maintenance skills;
- Ability to lift up to 25 lbs. safely with assistance;
- Proven organizational and time-management abilities; excellent communication, collaboration, and computer skills;
- Ability to manage multiple, overlapping productions and projects, and personalities with grace;
- Prior experience working with Equity actors; knowledge of AEA wardrobe guidelines;
- Positive attitude;
- Ability to thrive in a rural area with limited cell phone service.

Weston Theater Company is proud to be an Equal Opportunity Employer. We strongly encourage applicants from historically marginalized communities. WTC recognizes that historic institutional practices have led to an exclusionary and harmful environment for members of these communities, and is actively working to become a more diverse, anti-racist, inclusive organization. We acknowledge and welcome the complexity of the work ahead.

Full vaccinations for staff, creative team, and artists are mandatory for employment, as is adherence to all COVID-19 safety protocols. Proof of vaccination will be required upon first day of work.

To apply, send cover letter, resume, and three references to [hire@westonplayhouse.org](mailto:hire@westonplayhouse.org). Please put "Wardrobe Supervisor" in the subject line.