



Overhire Dresser

Full-time, seasonal, non-exempt

Salary: \$15.00/hour

Housing: Temporary Available

Reports to Costume Director

Tucson based

Updated January 2023

Arizona's first professional theatre company, **Arizona Theatre Company** is the state's only member of the respected League of Resident Theatres (LORT) – as well as the only LORT theatre nationally that produces shows in two cities, Tucson (at the historic Temple of Music and Art) and Phoenix, (at the elegant Herberger Theater Center). ATC maintains offices in both Tucson and Phoenix.

Arizona Theatre Company strongly encourages candidates from underrepresented communities within the industry to apply.

Overview

The Overhire Dresser is responsible for costume maintenance and running a dressing track on each production from first tech/dress rehearsal through closing/strike.

Essential Functions:

- Assists in the care, management, and organization of finished costumes and wigs from first tech/dress rehearsal through closing/strike—including daily laundry, weekly dry cleaning, emergency repairs and wash/reset/touch up of wigs.
- Assists in updating & maintaining all wardrobe paperwork for Tucson including dressing sheets, run sheets, checklists, and laundry/maintenance schedules to ensure a smooth transition to Phoenix during remount.
- Communicates to the Costume Shop Manager in a timely manner for coordinating major repairs and/or replacement costume items during the Phoenix run.
- Ensures proper maintenance of wigs/hair pieces throughout the run, in coordination with the Wig and Makeup Supervisor and Costume Shop Manager.
- Run a dressing track on each production, which could include some prop tracking or scenic changes as needed between quick changes.
- Attendance at note sessions as required.
- Manage and maintain stock wardrobe supplies, tools, equipment, wardrobe/wig rooms, road boxes, and dressing rooms.
- Follow ATC accounting procedures for any purchases and reconcile receipts in a timely manner.
- Assist in the coordination of maintenance haircuts for actors as needed in conjunction with the Wig and Makeup Supervisor and Stage Manager.
- Coordinate with Assistant Production Manager for load-in and strike needs.
- Other duties as assigned by supervisor.

Qualifications

- Dressing/Wardrobe crew experience, including quick changes coordination.
- Demonstrated experience in costume construction & maintenance including alterations and repairs.
- Knowledge of and experience in basic laundry and fabric cleaning techniques & supplies.
- Excellent interpersonal and communication skills.
- Ability to safely operate domestic sewing machines and other costume maintenance equipment.
- Base knowledge of wig construction and maintenance.
- Knowledge and experience with MS Office applications (or equivalent) and cloud sharing.
- Basic math and accounting skills.

Preferred Skills

- Effective communicator and collaborator with costume shop staff including designers, directors, performers and other production staff.
- Able to promote and cultivate a safe and organized work environment.
- Attentive to detail, accountable, and skilled in time management.
- Demonstrated problem solving skills
- Must have a valid driver's license

Physical & Scheduling Requirements

- Must be able to lift and move items weighing 30 pounds.
- Must be able to perform physical activities such as, but not limited to lifting, bending, crawling, kneeling, and climbing ladders.
- Available to work nights and weekends. Workdays could be long and could include long periods of time either sitting or standing.

We are a FULLY VACCINATED workplace. As a condition of employment, you will be required to be vaccinated against COVID-19 and provide proof.

HOW TO APPLY: Please send a resume and a cover letter with references to Becky Merold at productionjobs@arizonatheatre.org. Please put "Overhire Dresser" in the subject line.