



Wardrobe Supervisor

Full-time, seasonal, non-exempt

Salary: \$14.50/hour

Reports to Costume Director

Tucson based

Updated June 2022

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 Wardrobe Supervisor is responsible for the supervision of all aspects of the wardrobe department including costume maintenance, supervision/coordination of dressers, and running a dressing track on each production.

Essential Functions:

- Coordinates the care, management, and organization of finished costumes from first tech/dress rehearsal through closing/strike.
- Generates & maintains all wardrobe paperwork including dressing sheets, run sheets, checklists, and laundry/maintenance schedules.
- Ensures proper maintenance of wigs/hair pieces throughout the run, in coordination with the Wig and Makeup Supervisor and Costume Director.
- Supervise and train dressers, including swings, as well as coordinate the hiring of additional over-hire dressers in both cities with the Production Manager and Costume Director.
- Coordinate all quick-change and dressing needs during the run of each production.
- Run a dressing track on each production, which could include some prop tracking or scenic changes as needed between quick changes.
- Attend rehearsals, dress rehearsals, and note sessions as required.
- Manage and maintain stock of wardrobe supplies, tools, equipment, wardrobe/wig rooms, road boxes, and dressing rooms.
- Coordinate with Associate Production Manager and Phoenix Lead Dresser for remounting of productions from Tucson to Phoenix—this includes supervision of load-in and strike needs, and costume notes and training new dressers as necessary.
- During weeks with less than 40 hours of wardrobe work, assist costume shop with design assistant and shop administration tasks, such as piece lists, storyboards, online sourcing, and online returns to reach a full 40-hour week.
- Other duties as assigned by supervisor.

Qualifications

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

Preferred Skills

- Effective communicator and collaborator with costume shop staff including overhire, designers, directors, and performers.
- Ability to multi-task and switch between different shows/roles within the same day.
- Able to promote and cultivate a safe and organized work environment.
- Attentive to detail, accountable, and skilled in time management.
- Demonstrated problem solving skills
- Base knowledge of wig construction and maintenance
- Ability to obtain 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.
- Short Phoenix residencies required based on production schedules.

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