



MATT AUGUST
KASSER FAMILY
ARTISTIC DIRECTOR

GERI WRIGHT
EXECUTIVE DIRECTOR

Tempe/Phoenix Wardrobe Supervisor

Part-time seasonal, non-exempt

Salary: \$17/hour

Reports to Costume Director

Phoenix based

Updated July 2024

Arizona Theatre Company is the state's only LORT theatre, as well as the only LORT theatre in the country that produces in two cities- Tucson and Phoenix Metropolitan Area. Under the leadership of Executive Director Geri Wright and Kasser Family Artistic Director Matt August, ATC produces 5-6 mainstage shows, various workshops and galas each year. Shows are built, rehearsed, and opened in Tucson at the Temple of Music and Art, and then move to the Phoenix Metro Area at our new home at the Tempe Center for the Arts.

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

Overview

The Tempe/Phoenix 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 costumes from the remount at Tempe Center for the Arts through closing/strike.
- Delivers and picks up weekly dry cleaning to pre-determined dry cleaners.
- Ensures proper maintenance of wigs/hair pieces throughout the run, in coordination with the Wig and Makeup Supervisor and Costume Director.
- Updates any wardrobe paperwork as needed due to the difference in the physical layout of the buildings between the Temple of Music and Art and Tempe Center for the Arts including run sheets, checklists, and laundry/maintenance schedules.
- Supervise and train dressers, including swings.
- 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.
- Manage and maintain stock of wardrobe supplies, tools, and equipment.
- Sources and purchases consumable products for shows as determined by the Costume Director.
- Responsible for the coding into Visa Clarity and the entering in the appropriate budget tracker of all purchases and returns made with their company issued Visa card.

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PHOENIX, ARIZONA 85001

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TUCSON, ARIZONA 85702

833-ATC-SEAT
ATC.ORG

Essential Functions (continued):

- Coordinate with the Associate Production Manager the strike of all costume and wig pieces including the packing of the road boxes and supervision of their load onto the box truck for transport back to Tucson.
- Other duties as assigned by supervisor.

Qualifications

- Dressing/Wardrobe crew experience, including quick changes coordination.
- Demonstrated experience in costume construction & maintenance including repairs.
- 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.
- Ability to work inclusively, and communicate about people, body types, hair types, skin tones, and genders with neutral/positive language.

Preferred Skills

- Effective communicator and collaborator with costume shop staff including over hire, designers, and performers.
- Able to promote and cultivate a safe and organized work environment.
- Attention to detail, accountability, 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 Tucson residencies may be requested based on production schedules.

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