

ASSISTANT WARDROBE - JOB DESCRIPTION

The Assistant Wardrobe Person should be someone who is self-motivated, possess good organizational and time management skills, plus have excellent communication skills and the ability to remain calm in a potentially stressful situations. The ideal candidate will have a calm and flexible outlook and be diplomatic in dealing with IATSE Crews, Touring Crews, Casts, Stage Managers, Administrators and all other Staff.

Reports to: Touring Wardrobe Supervisor, House Head Wardrobe, House Head Carpenter, and Venue/Facility Personnel.

This Position will assist the Wardrobe Head in monitoring and supervising all load ins, load outs and the run of show for local clients and touring shows that may come through the venue; overseeing all wardrobe related activities. Responsibilities will be in coordination with the house head and may include advancing upcoming productions and communicating with incoming Wardrobe Supervisors. They must be familiar with the venue's supplies and equipment, so that they can effectively support any type of production that is in residence at the venue. This person, in coordination with Venue/Facilities Personnel, will be responsible for maintaining equipment inventory and ensuring proper maintenance and repair. House Assistants will be asked to supervise and mentor local IATSE crew as needed.

QUALIFICATIONS/REQUIRED SKILLS

- Minimum of two (2) years experience in wardrobe for a professional company or venue.
- Working knowledge of all aspects of the theatre process.
- Ability to supervise a crew of 1-16 IATSE dressers.
- Familiarity with IATSE contracts.
- Experience or background in theatrical costume construction preferred.
- Proficient in hand sewing skills.
- Experienced in altering and repairing costumes.
- Dressing performers, and setting quick changes.
- Ability to work productively under time pressure, in stitching and on deck during quick changes.
- Ability to work safely in a backstage environment containing moving machinery, scenery Lighting, or props.
- Knowledge of safe handling for potentially hazardous equipment, fumes, and/or materials.
- Keep a well organized, hygienic, clean work space for efficient operation and quick turn over of productions.
- Strong organizational and communication skills (written, oral, visual).
- Strong computer skills (Excel, Word).
- Effective problem solving skills.
- Appropriate personal hygiene.

PHYSICAL DEMANDS

- Position will need to remain seated at a sewing machine for periods of time.
- Position will need to ascend/ descend multiple flights of stairs.
- Position will need to see and perform duties in low light situations.
- Position will regularly handle a variety of large and heavy costumes and must be able to carry them safely.
- Position will need to kneel and stand quickly and repetitively.