



## **JOB DESCRIPTION: WARDROBE SUPERVISOR**

Rev: 12/17/2024

**Job Title:** Wardrobe Supervisor

**Reports To:** Costume Shop Manager, Assistant Costume Shop Manager

**Department:** Production/Costumes

**FLSA Classification:** Seasonal Full-Time Non-Exempt or Temporary Full-Time Non-Exempt

**Rate:** \$19 per hour, Time and a half over 40

Goodspeed Musicals is committed to cultivating an environment where equity, diversity, inclusion, accessibility, and belonging are experienced at all job levels throughout our organization. Goodspeed is proud to be an Equal Opportunity Employer, and aims to have diverse staff that is representative of all theatre makers. BIPOC (Black, Indigenous, and People of Color), LGBTQIA+, and people with disabilities are strongly encouraged to apply.

*Please be advised that the current representation for this position is under IATSE Local 84. The benefits outlined will apply until a formal agreement is reached between IA and Goodspeed. It's important to note that these benefits may be subject to adjustments based on the outcome of ongoing negotiations. Do not need to be union to apply.*

**General Statement of Job Function:** The Wardrobe Supervisor coordinates the care, tracking, and maintenance of costume elements during the run of a production. This position assists with quick changes, makes emergency repairs, and supports actors in the dressing rooms and backstage. They work backstage to maintain an organized, efficient costume flow, providing quick adjustments and support to ensure seamless transitions between scenes.

### **Principle Duties and Responsibilities:**

- Complete all assigned dressing and quick changes in a safe, accurate and timely manner during rehearsals and performances.
- Inspect assigned costume elements prior to each performance and check for needed repairs.
- Attend and participate in all technical rehearsals, crew calls, technical notes and performances as assigned.
- Attend dry tech, and develop a strategy for each quick change while coordinating with scenic transitions.
- Assign dresser tracks, and develop organized paperwork to document those tracks
- Participate in load-in and strike of costume elements.
- Assist in the maintenance of assigned costume elements including laundry and repair work.
- Perform emergency costume repairs during a production.
- Ensure proper placement of costume pieces prior to performances.
- Monitor dressing rooms/actor needs during pre-show, intermission, and post-performance time periods.
- Notate performance track and communicate responsibilities to Costume Shop Manager for coverage purposes.
- Utilizing the provided Material Safety Data Sheets, practice safe and appropriate use of common chemical based products found in a costume shop including, but not limited to: Dye, Spray Paint, Barge, contact cement, spray adhesives, etc.
- Maintain a clean, safe, respectful, and collaborative work environment.



- Foster a positive and collaborative work environment by aiding the CSM to resolve conflicts between employees, including addressing interpersonal issues, mediating disputes, and facilitating open communication to ensure a harmonious team dynamic.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities, cultivating and maintaining positive relationships, employing discretion, diplomacy, and tact, seeking the positive in all situations.
- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines, identifying priorities and making good decisions with a minimum of information, and staying relaxed and proactive when things are uncertain.
- A commitment to an equitable work environment, which includes use of gender inclusive language, support for individual gender expression, racial equity and intergenerational collaboration, accessibility for people with disabilities, and cultural sensitivity.

**Other Duties and Responsibilities:**

- Provide assistance to other departments during the run of the production that includes but is not limited to, prop and wig handoffs.
- Assist CSM and the Costume Rental Team with pulling, inventorying, maintenance and transportation of costumes for Goodspeed productions and third party rentals.
- Other duties as assigned.

**Required Qualifications & Skills:** Experience working backstage with costumes; Strong supervisory skills; Strong knowledgeable about a variety of hand sewing techniques; Experience using domestic and industrial sewing machines; Show proficiency in Google and Microsoft Suites including but not limited to Google Docs, Google Sheets, Microsoft Word, & Microsoft Excel; Able to follow directions and problem solve; Able to repeatedly climb four flights of stairs while carrying 40 pounds; Able to stand up 4-6 hours during tech rehearsal, show run and all performances; Able to work long hours during heavy build and tech periods; Availability nights, weekends, and the occasional Holiday.

**Preferred Qualifications & Skills:** Experience with domestic and industrial sergers; Experience in garment construction; Ability to work collaboratively and effectively with a wide variety of coworkers at different levels of skill and knowledge; Valid driver's license with safe driving record.