



## WARDROBE SUPERVISOR Job Description

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### **WARDROBE SUPERVISOR**

RATE: \$450/WK

Housing and round-trip travel provided.

### **CONTRACTS AVAILABLE:**

Rock of Ages: 7/10/23 – 8/20/23

The Rocky Horror Show: 9/18/23 – 10/29/23

Home for the Holidays: 11/20/23 – 12/24/23

Seeking qualified candidates who have experience as a Wardrobe Supervisor in Pre-Production, Tech and operating a commercial production.

Responsibilities include those as typically assigned to a Wardrobe Supervisor, such as:

### **BASIC RESPONSIBILITIES:**

- Assist Costume Designer in pulling from stock the necessary costume and costume accessory elements for the production.
- Assist Costume Designer in pulling from stock all fabrics, trims & accessories to be used in the execution of the costume design.
- Draft or drape original patterns or adapt existing patterns, as needed.
- In coordination with the Costume Designer arrange for fittings of all costumes.
- Attend all costume fittings.
- Prepare costume inventory lists.
- Prepare the dressing rooms prior to first dress rehearsal
- Prioritize and attend to all notes during the dress rehearsal period.
- Make sure all rehearsal costumes and production costumes are properly cleaned and returned to stock.
- Assist Costume Designer in the development of quick-change/dresser tracks for both stage right and stage left.
- Run a quick-change/dresser track for all performances
- Create and execute laundry schedule
- Repairs and maintenance to all wardrobe assets
- Other duties as assigned by the Costume Designer or Executive Artistic Director

### **REQUIREMENTS:**

- The ability to tailor men's suits jackets is a **MUST**
- Unmatched organizational and problem-solving skills.

- A firm, kind, polite, respectful, encouraging, and calm manner.
- Patience, stamina, a sense of humor, and the ability to remain calm is a must.
- Training/Certification in CPR, AED, and/or first aid is a plus, but not required.
- A high school diploma or GED is required.
- A B.A. or B.F.A. is a plus, but not required.
- Ability to drive to contract is a plus

Candidates must be fully vaccinated.

### **ABOUT MOUNTAIN THEATRE COMPANY**

Mountain Theatre Company is dedicated to *engaging* and *enriching* our community and its visitors while contributing to the cultural and economic development of Highlands, NC, through world class Broadway-style musical theatre experiences featuring national professional artists and providing *entertaining* and inspiring productions for diverse audiences.

Mountain Theatre is a 501(c)(3) non-profit arts organization.

For more information, visit our web site: [www.MountainTheatre.com](http://www.MountainTheatre.com).