

Section I - Job Identification

Job Title:	Wardrobe Assistant Spring 2019
Department:	Production
Reports To (Job Title):	Director of Costumes; Wardrobe Supervisor
Employee Status	Temporary; Contract Labor

Section II - Job Purpose, Scope & Responsibilities

Job Purpose: Assist the Wardrobe Supervisor in coordination of costumes for all main stage, educational, lecture/demonstration, and academy performances. Standard work week is based on 40 hours. Extra time may be required with prior notice.

Please note: This position often requires work time during evenings, weekends and some holidays.

Job Duties and Responsibilities:

1.	25%	Assist Wardrobe Supervisor in coordinating, pulling, and fitting costumes for educational programs and end-of-year performances.
2.	25%	Assist Wardrobe Supervisor in communication with teaching artists to determine their desires for costumes for end-of-year production.
3.	15%	Assist Wardrobe Supervisor in theatrical organization such as creation of inventories, labeling of garments, and preparing them for transport.
4.	10%	Assist with costume shop laundry.
5.	15%	Create accessories, assist in build of new pieces, and assist with costume alterations as needed.
6.	5%	Help maintain workspace environment both in the shop and in the theatre.
7.	5%	Other duties as assigned within both the costume and production departments

Section III - Job Dimensions and Qualifications

Positions Supervised:	None
Internal Contacts:	Director of Costumes, Wardrobe Supervisor, Production Manager, Artistic Director, Director of Education and Community Engagement, Director of Academy, Teaching Artists
External Contacts:	Guest Teaching Artists, Choreographers, Theatre staff, Volunteers
Education Level and Focus:	College Degree in Theater or equivalent experience
Years and Type of Related Experience Required:	Minimum 1 year professional Wardrobe experience
Professional/Technical Competencies	<ul style="list-style-type: none">• Has minimum of 2 years theatrical wardrobe experience as a dresser, preferably in dance.• Proficiency in machine and hand stitching.• Proficiency in fit and alteration.• Ability to work with groups of children• Strong organization skills• Able to coordinate multiple schedules and maintain deadlines• Proficiency in document creation and use of Microsoft Office products, especially Excel• Able to follow directions and take instruction• Ability to work independently and with varied personalities both individually, as well as in team setting.• Manages multiple priorities and projects.