

# J O B   D E S C R I P T I O N



POSITION:                   WARDROBE SUPERVISOR  
REPORTS TO:                Costume Shop Manager  
COMPENSATION:            \$22.00 hourly  
STATUS:                    Full-time, Non-Exempt  
START DATE:               September 2022, Negotiable

## **ABOUT THE COMPANY**

Tony Award-winning South Coast Repertory, founded in 1964, is led by Artistic Director David Ivers and Managing Director Paula Tomei. SCR is widely recognized as one of the leading professional theatres in the United States. While its productions represent a balance of classic and modern plays and musicals, SCR is renowned for its extensive new-play development program—The Lab@SCR—which includes one of the nation’s largest commissioning programs for emerging, mid-career and established writers. Of SCR’s more than 500 productions, one-quarter have been world premieres. SCR-developed works have garnered two Pulitzer Prizes and eight Pulitzer nominations, several Obie Awards and scores of major new-play awards. Located in Costa Mesa, Calif., SCR is home to the 507-seat Segerstrom Stage, the 336-seat Julianne Argyros Stage and the 94-seat Nicholas Studio.

## **ABOUT THE POSITION**

SCR seeks an experienced Wardrobe Supervisor to lead backstage costume running and maintenance operations for our 8-show season, conservatory productions, and special events. This role assesses each show’s needs, while also training and motivating a diverse team of dressers and wig/make up technicians. A great fit for this role means you enjoy creative problem-solving in a fast-paced environment and building collaborative relationships with regularly changing production teams.

## **ABOUT THE ROLE**

- Act as a liaison between the Wardrobe team, Costume Designer, Wig and Makeup Shop, and Costume Shop during technical rehearsals and run of the shows.
- Create and maintain paperwork: dressing lists, costume check-in sheets, runsheets, and dry cleaning lists.
- Train and oversee Wardrobe team of dressers and wig/make up technicians across all stages.
- Choreograph quick changes in collaboration with stage management, actors, and Wardrobe team. This includes training dressers, wig/make up technicians, and run crew members as needed.
- Maintain regular communication with Costume Shop Manager about show, team, and costume issues.
- Attend tech note meetings and relay information to the Wardrobe team, as requested by the Production Manager.
- Assist other departments with backstage or tech needs that overlap with costumes, wigs/hair, or Wardrobe equipment, including mic placement and dressing or prop washing needs as needed.
- Ensure backstage and dressing areas safety and upkeep is maintained.
- Clear, repair, and refurbish costume and hair pieces with support from Costume and Wig Shop staff.
- Schedule dry cleaning pick ups and organize costume cleaning based on current Equity requirements.
- Assist the Costume Shop with labeling, organizing, and maintaining costume pieces.
- Assist Costume Shop Manager with final costume check in and rental returns.
- Assist Costume Shop with organization, retagging, and restocking of costume pieces.
- Maintain and track Wardrobe petty cash fund and Wardrobe room inventory. This includes purchasing and restocking the Wardrobe and general shop supplies in coordination with the Costume Shop Manager.
- Collaborate with other departments on shared spaces, dressing room requests, and other needs.
- Oversee use of Wardrobe room equipment and tools, including training crew and organizing repair needs with the Costume Shop Manager.

## **ABOUT THE PERSON**

*Qualities and skills that best serve a Wardrobe Supervisor may be:*

- Professional experience as a theatrical dresser
- Previous supervisor experience, highly desired
- Demonstrated skills in costume maintenance techniques, including hand sewing, machine sewing, pressing, steaming, fabric cleaning, and other craft related duties, highly desired
- Comfortability operating Costume Shop and Wardrobe room tools and equipment safely
- Familiarity with hair, wig, and makeup techniques, including wig application and removal, hair prep, cleaning and blocking wigs, and maintaining hair styles
- Must be able to maintain a flexible work schedule
- Ability to adapt to changing priorities in a fast-paced environment
- Proven time management skills and ability to estimate hours required for project work
- Strong people skills and ability to build positive working relationships with new production teams
- Team-orientated
- Commitment to equity, diversity, inclusion and belonging and enthusiasm to nurture an anti-racist work culture

## **WORKING CONDITION**

*Regular tasks of this position may include:*

- Standing for 4-6 hours at a time
- Regularly crouching, reaching, crawling, and kneeling
- Pushing, pulling, & lifting 50lbs alone or with assistance
- Seeing and maneuvering in crowded and dark backstage spaces
- Occasionally performing quick changes or hand-offs on staircases or ladders
- Theatrical haze or fog commonly used onstage and backstage

## **COMPENSATION**

SCR offers a comprehensive compensation and benefits package including a retirement plan with an employer match, escalating paid vacation, sick, personal days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance.

## **COVID PROTOCOL**

SCR requires that all employees be fully vaccinated against COVID-19 as a condition of employment, subject to limited medical or religious exceptions.

## **TO APPLY**

To be considered for the position, please submit your resume, cover letter, and 3 references to [production@scr.org](mailto:production@scr.org).

*SCR is a proud equal opportunity employer. We embrace diversity and are committed to creating an inclusive environment for all employees.*