

J O B D E S C R I P T I O N



POSITION: WARDROBE SUPERVISOR
REPORTS TO: Costume Shop Manager
DEPARTMENT: Production
COMPENSATION: \$22.00 - \$23.00 hourly
STATUS: FT Seasonal, Non-Exempt
DATES: July 2025 – June 2026 (Potential return date in July 2026)

ABOUT THE POSITION

South Coast Repertory seeks a Wardrobe Supervisor to lead the 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.

The work schedule for this position changes based on the performance schedule. During tech rehearsals and performances, the Wardrobe Supervisor works based on the show call and while not in performances, the Wardrobe Supervisor works Monday-Friday regular shop hours.

ABOUT THE ROLE

Show Operations

- 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 Production Mgmt.
- 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 safety and upkeep is maintained in backstage and dressing areas.

Costume Maintenance & Inventory

- Act as a stitcher in the Costume Shop as scheduled, including basic hand and machine sewing. Based on Wardrobe Supervisor's skill level, on the job training is provided as needed.
- Clear, repair, and refurbish costume with support from Costume 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.
- Organize, retag, and restock costume pieces accurately and within costume strike schedule.
- Assist Costume Shop Manager with final costume check in and rental returns.
- Maintain and track Wardrobe petty cash fund and Wardrobe room inventory, including 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
- Comfortable operating Costume Shop and Wardrobe room tools and equipment safely
- Familiarity with hair, wig, and makeup techniques highly valued but not required
- Must be able to maintain a flexible work schedule
- 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, mental health days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance.

TO APPLY

To be fully considered, interested candidates should send a cover letter, resume, 3 references to: production@scr.org. Please indicate in the cover letter how you heard about this position.

ABOUT THE COMPANY

Tony Award-winning South Coast Repertory, founded in 1964, is led by Artistic Director David Ivers and Managing Director Suzanne Appel. 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, California, SCR is home to the 507-seat Segerstrom Stage, the 336-seat Julianne Argyros Stage and the 94-seat Nicholas Studio.

SCR is a proud equal opportunity employer, embraces diversity and is committed to creating an inclusive environment for all employees.