



## POSITION DESCRIPTION

TITLE –Wardrobe Head

DEPARTMENT - Production

### POSITION SUMMARY

Under the direction of the Wardrobe Director and the Director of Production this position serves as a key member of The Muny's production team. The Wardrobe Head is responsible for coordinating the care, management and organization of all costumes throughout the dress rehearsal, performances and strike of assigned productions. The Wardrobe Head collaborates with the Costume Director, Wardrobe Director, Costume Designer and Assistant Costume Designer in the creation of wardrobe plots, and communication with actors and stage management. The Wardrobe Head attends run throughs and rehearsals as necessary to oversee the wardrobe run for rehearsals and performances. The Wardrobe Head is the first line of communication between the costume shop and the dressers; the creation of the costume plot, and the execution of the run.

### ENTRY QUALIFICATIONS

- o Minimum 5 years experience on a wardrobe crew.
- o Working knowledge of costume maintenance.
- o Exceptional organizational and time estimation skills.
- o High degree of interpretive, interpersonal and communication skills and the ability to work in a team environment.
- o Ability to teach skills and work with a union crew.
- o Valid state issued ID.
- o Computer and internet research skills with specific knowledge of Word, Excel, and calendar programs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist Costume Director during costume load-in for each production, communicating with wardrobe crew and stage management regarding instructions and expectations.
- Coordinates the care, management and organization of finished costumes during the dress rehearsal and performance period.
- Read the script.
- Assist the costume shop team in the organization and transfer of costumes from the shop to the dressing rooms.
- Create and optimize costume tracks for assigned shows.
- Print, distribute and explain costume tracks for the wardrobe team.
- Attend rehearsals and run-throughs as necessary to support the dressers and actors in their transition from rehearsal to stage.
- Supervise and organize the wardrobe crew during the dress rehearsals and performances.
- Assist the Wardrobe Director in coordinating the maintenance of costumes during the performance period including, but not limited to: repairs, laundry, shoe polishing and dry cleaning.
- Prep and swap out costumes for understudy/ swings as necessary.
- Supervise the costume strike including, but not limited to: laundry, dry cleaning, and collaboration on rental returns with the inventory manager.
- Alert Wardrobe Director to necessary alterations specific to wardrobe quick changes and ease of dressing/ undressing.
- Collaborate with the other wardrobe head in crew placement decisions.
- Work one night per show on the unassigned show to give the other wardrobe head 1 night off per week.
- Ensure that staff is working in a safe and supportive environment.
- Maintain familiarity with the current Union contracts and The Muny's Personnel Policies.
- Other bargaining work and duties as assigned by the Wardrobe Director, Costume Director or Director of Production.

### WORKING CONDITIONS

Position is full-time seasonal specific dates fluctuate each season.

Wardrobe Head will be assigned up to 4 shows and when not in performance will work daytime hours and during performance weeks will work evening hours. The position weekend work as well.

Travel locally on a regular basis.

Move safely about the backstage and onstage areas during rehearsals and performances.

Ability to lift at least 20lbs regularly.

The ability to wear Personal Protective Gear when required.

This position falls under the jurisdiction of Theatrical Wardrobe Attendants Local #805. Membership is not required for application.

Salary is weekly \$1,990.22 per week.

Send all inquiries, resumes and references to Sharon Stone, [ssstone@muny.org](mailto:ssstone@muny.org)

