



Job Title:	Wardrobe Supervisor		
Department/Group:	Production	Reporting To:	Production Manager
Level/Salary Range:	\$425 / wk for 17 weeks	Position Type:	Seasonal
Search Process:	Applications will be evaluated on a rolling basis.	Start Date:	May 29, 2023
To Apply:	Submit letter, resume, and names/contact info for three references to jobs@winniplayhouse.org		

ROLE AND RESPONSIBILITIES

The Wardrobe Supervisor coordinates the care, tracking, and maintenance of all costume elements during the run of a production.

Essential Duties:

- Serve as wardrobe run crew for all productions.
- Make necessary repairs and alterations to costumes during the run of a production.
- Prepare and maintain any wigs used.
- Sanitize/laundry all costume pieces to the specifications of the Costume Designer, following each performance.
- Assist actors with hair and makeup when required.
- Keep the laundry room tidy and organized.
- Keep costume storage tidy and organized.
- Put away costume donations and returns of loaned items in a timely manner.
- Clean borrowed items in a timely manner.
- Work within a given budget, keep track of all purchases/returns, and submit all receipts in a timely manner.
- Attend all tech and dress rehearsals and assist with alterations as needed.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum Physical Requirements:

- This position requires the employee to hear, see, move freely, climb stairs and ladders, work safely at heights, and lift 50lbs or more.

Minimum industry specific qualifications:

- Generalized sewing skills to repair costumes on an as-needed basis.

Minimum education/experience requirements:

- It is preferable that each applicant have a valid driver’s license.

The Winnepesaukee Playhouse is dedicated to inclusive hiring and the principle that art thrives in a diverse environment. All qualified applicants will receive consideration for employment. The Playhouse does not discriminate based on race, color, religion, sex, gender identity or expression, sexuality, national origin, disability, or age.

Last Updated By:	Amanda Dickinson	Date/Time:	01/23/2023
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