

JOB DESCRIPTION

JOB TITLE: Wardrobe Supervisor
DEPARTMENT: Costume
REPORTS TO: Costume Director
PREPARED DATE: December 8th 2017

ABOUT DALLAS THEATER CENTER

One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wylie Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. Under the leadership of Enloe/Rose Artistic Director Kevin Moriarty and Managing Director Jeffrey Woodward, DTC produces a seven-play subscription series of classics, musicals and new plays and an annual production of A Christmas Carol; extensive education programs, including the Award-winning Project Discovery, SummerStage and partnerships with Southern Methodist University's Meadows School of the Arts and Booker T. Washington High School for the Performing and Visual Arts; and many community collaboration efforts with local organizations. In 2017, DTC launched Public Works Dallas, a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual production featuring over 200 Dallas citizens performing a Shakespeare play. Throughout its history, DTC has produced many new works, including recent premieres of Miller, Mississippi by Boo Killebrew; Hood: The Robin Hood Musical Adventure by Douglas Carter Beane and Lewis Flinn; Bella: An American Tall Tale by Kirsten Childs; Deferred Action by Lee Trull and David Lozano; Clarkston by Samuel D. Hunter; The Fortress of Solitude by Michael Friedman and Itamar Moses; Giant by Michael John LaChiusa and Sybille Pearson, and many more.

The mission of DTC is to engage, entertain and inspire our diverse community by creating experiences that stimulate new ways of thinking and living. We will do this by consistently producing plays, educational programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

SUMMARY

Under broad supervision of the Costume Director the Wardrobe Supervisor duties are to co-ordinate, lead, and supervise the wardrobe staff and overhire for all DTC productions. The Wardrobe Supervisor is responsible for planning the day-to-day operations of the wardrobe department, running shows and maintaining the artistic integrity and vision of the designers and directors for DTC productions.

ESSENTIAL DUTIES

- To hire, train, and supervise the wardrobe crew for all DTC productions in a fiscally responsible manner.
- To develop and assign wardrobe tracks for all DTC productions.
- To develop, organize and update all DTC wardrobe paperwork including run schedules, individual tracks and final piece list prior to the start tech and complete run notes within one week after opening.
- To attend all production meetings, production department head meetings, season planning meetings, and other meetings as necessary.
- To attend and participate in all technical rehearsals and previews for all productions. Serve as wardrobe representative at production meetings during tech and previews, providing necessary information to the wardrobe crew as needed.
- To read and respond to company email in a timely manner.
- To keep Costume Director informed at all times of issues relating to areas of responsibility.

- To organize and implement wardrobe load-in for all productions. Transport costumes and all related accessories to and from all performance spaces, stock, and the costume shop as needed.
- To oversee and execute the laundry, dry cleaning and maintenance of all costumes for every production. Assure that all costumes maintain the level of quality and structural integrity set forth by the Designer and Costume Director throughout the run of the production.
- To organize and implement costume strike for all productions. Transport all costume pieces to stock or the costume shop and restock all items in their proper place.
- To foster and maintain a positive and productive work environment backstage, in dressing rooms, and in wardrobe rooms.
- To ensure that the wardrobe rooms, backstage areas, and dressing rooms are kept in a clean and tidy manner, that these areas are properly supplied, and that all needed equipment maintenance is carried out in regular intervals.
- To record and turn in receipts in a timely manner while remaining fiscally responsible and working within show and general budgets.
- To monitor, approve, and submit payroll for all wardrobe staff and overhire.
- To maintain safe working conditions in keeping with DTC health and safety guidelines.
- To implement theatre policies in keeping with DTC's Mission, Vision, and Values.
- Other duties as assigned

SKILLS, KNOWLEDGE REQUIREMENTS, AND ESSENTIAL ATTRIBUTES

- Must be able to come to work promptly and regularly.
- Must be able to work effectively with all DTC staff in a co-operative and approachable manner.
- Must be able to work under the stress of deadlines and adapt to changing priorities.
- Must be able to handle a high volume of work and attend to numerous projects concurrently.
- Must be proactive and supportive in working with wardrobe crew and other production departments to problem solve in an efficient way.
- Must comply with Actors Equity rules and regulations for Clothing and Costumes.
- Must be able to comply with all OSHA regulations for creating and maintaining a safe work environment.
- Must be proficient in Microsoft Office Suite.
- Must possess a comprehensive knowledge of costume maintenance, backstage practices, and costume related disciplines including excellent knowledge of fabric types and associated laundry care, the ability to iron with attention to detail, proficiency in hand and machine sewing, basic knowledge of alteration techniques and costume fitting procedures, and basic sewing machine maintenance.
- Must possess the physical ability to do moderate to heavy lifting, climb stairs, and sit or stand for extended periods of time.
- Must be available to work extended work hours including nights and weekends in addition to the required 40 hour work week.

EDUCATION REQUIREMENTS

- Bachelors' Degree in Theatre or 5 years professional experience as Wardrobe Supervisor in equivalent theatre, opera, ballet or touring company.

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

Please submit resume and cover letter via email to production-jobs@dallastheatercenter.org.