

POSITION: Wardrobe Supervisor/Costume Shop Associate

POSITION TYPE: Full-Time

DEPARTMENT: Production

REPORTS TO: Costume Shop Supervisor

POSITION SUMMARY:

The Wardrobe Supervisor/Costume Shop Associate is a production position within the Costumes Department reporting to the Costume Shop Manager and working closely with the Cutter/Draper, all costume designers, and the annual Costumes Apprentices. Primary responsibilities include supervising wardrobe crews, assisting in costume construction, and mentoring apprentices.

1. Wardrobe Supervisor

1. Lead, train, and manage wardrobe crews for all OTC productions, including heading the wardrobe crew for all Mainstage musicals and large plays
2. Attend all design runs and production meetings for all productions
3. Create and update run crew paperwork and piece list and set crew calls in consultation with stage management
4. Create and update laundry maintenance paperwork, set laundry schedules and supervise the collection of garments for dry cleaning
5. Manage wardrobe equipment, consumables, and inventory
6. Oversee all costume repairs and replacements
7. Maintain wigs as instructed by designer
8. An interest in learning more about Wig Design is a plus
9. Work with deck chief and stage management to ensure an efficient backstage, especially in regards to the wardrobe footprint and any overflow wardrobe duties
10. Work with stage management during the rehearsal process to track and time costume changes
11. Maintain Wig Room and Laundry room to standards of organization and cleanliness as set by Costume Shop Management

2. Costume Shop Associate

1. Construct and alter costumes
2. Attend fittings as needed
3. Assist in developing patterns and cutting garments as needed
4. Maintain the Costume Shop to standards of organization and cleanliness as set by Costume Shop Management
5. Assist in maintenance and organization of costume storage, inventory, and equipment

3. Apprentice Mentor

1. Supervise and mentor two costume/wardrobe apprentices in accepted professional practices and conduct

2. Assist in assigning and supervising apprentices by providing explanation and elucidation, as needed
3. Assist in training of costume/wardrobe apprentices in accepted professional stitching/alteration practices.

SKILLS AND VALUES REQUIRED

- Investment in OTC's [Mission, Vision and Values](#), and its [Statement on Social Justice and Becoming Anti-Racist](#).
- Strong leadership skills and be a team player
- Have the ability to organize and catalog

SALARY AND START DATE

The anticipated start date is August 1st, 2022. Salary is \$42,000 per annum. Olney Theatre Center offers a full benefits package, including a modest 403(b) match. Olney Theatre Center is an Equal Opportunity Employer and strongly encourages candidates from diverse backgrounds and experiences to apply. Please visit www.olneytheatre.org for more details.

ABOUT OLNEY THEATRE CENTER

Located ten miles north of Washington, DC in arts-rich Montgomery County, Maryland, Olney Theatre Center is one of the Washington region's most critically acclaimed large theater companies. Founded in 1938 as a summer stock company on the Straw Hat circuit, OTC is now an \$8M/year professional regional theater offering nine member productions annually in three spaces on its fourteen-acre campus. Legendary performers Tallulah Bankhead, Helen Hayes, Sir Ian McKellen, Tandy & Cronyn, and Olivia de Havilland trod the boards in the early days. With a more recent turn towards new work, creatives with Tony and Grammy Awards, OBIEs, and MacArthur Genius Grants have premiered their work here, like Moises Kaufman and Sergio Trujillo, among others. Along with Baltimore's Centerstage, Olney Theatre Center is one of Maryland's two state-designated theaters.

HOW TO APPLY

Please submit by any means that you would like (letter, video, video letter, resume, portfolio, etc.) that best represents you and your work to kparker@olneytheatre.org, no calls please. Include and highlight any skills or experiences you think would be most crucial to this position. Depending on the volume of responses we may only be able to respond to candidates we wish to interview.