



## WARDROBE SUPERVISOR

### ABOUT US

The Saugatuck Center for the Arts (SCA) is a non-profit arts and cultural organization serving West Michigan's lakeshore community. We offer year-round live performances, classes, and workshops for adults and children, outreach programs, festivals, exhibitions, a Farmer's Market, and professional theatre in the summer through Mason Street Warehouse (MSW), an Equity theatre company.



### JOB DESCRIPTION

The Wardrobe Supervisor shall work alongside professional Equity and non-Equity theatre personnel. He or she shall perform each and every duty and obligation with due diligence and to the best of his/her knowledge, skill, judgment, and ability. The Wardrobe Supervisor is expected to devote such amounts of time, energy and skill as may be necessary to perform the duties required hereunder. Hours are dependent on rehearsal and performance times and include evenings and weekends. A simple skills test or questionnaire may be administered to identify candidates' strengths and areas for learning.

Opportunities, duties and responsibilities include, but are not limited to:

- Working with Costume Designer, Stage Manager and other authorized technical personnel.
- Leading/supervising one-three additional dressers.
- Assisting performers with costume changes.
- Working with the Wig Master on basic wig maintenance.
- Assisting with fittings and measurements
- Minor costume repairs and quick fixes
- Show costume tracking
- Pre-setting costumes for all performances
- Costume inventory database management. Rental package coordination and returns
- Costume care and maintenance
- Timely attendance at all fittings, technical rehearsals and dress rehearsals, performances, and photo calls
- Meeting with theatre personnel, the Producer, the Board of Directors and/or others as designated by the Artistic Director

### REQUIREMENTS

- Ability to pay attention and follow verbal and written directions
- Ability to work quickly, problem solve, and keep cool in stressful situations
- Strong organizational skills
- Leadership abilities
- Basic sewing skills
- Has appropriate physical strength/condition to perform physical tasks such as moving full costume racks
- Must be comfortable and discreet around undressed actors



**REPORTS TO:** The Wardrobe Supervisor reports directly to the (Equity) Stage Manager. Final employment authority is with the Producer and Artistic Director.

**COMMITMENT:** This is a temporary independent contractor position running for the length of a production, generally 5-6 weeks. It is possible to hold this position for more than one production per season.

**COMPENSATION:** Negotiable. Housing may be available.

College credit: It is the student Intern's responsibility to arrange for college credit at his/her school. MSW/SCA is happy to assist by completing requested evaluations, reports or other documentation.

**TO APPLY:** Please supply a cover letter and resume (with reference contact information) to:

Ellen Engle, MSW Producer / SCA Performance Manager, [ellen@sc4a.org](mailto:ellen@sc4a.org)

**DEADLINE:** Submissions will be accepted until March 16.

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