



POSITION DESCRIPTION/SCOPE OF WORK

COSTUME SHOP/WARDROBE FELLOW **Seasonal Salaried**

Immediate Supervisor(s):	Costume Shop Manager, Assistant Costume Shop Manager
Schedule:	TBD
Salary:	\$600/wk (40 hours)
Housing (if needed):	Information available upon request
Start Date:	June 30
End Date:	August 2

STATEMENT OF JOB:

The Costume Shop/Wardrobe Fellow will work with wardrobe staff to coordinate the care, management and organization of costumes as assigned and assist with the building, altering, painting/dyeing of costumes as assigned.

JOB DUTIES:

GENERAL RESPONSIBILITIES:

- Reporting to work on time, prepared to work.
- Completing assigned daily tasks.
- Follow and practice safe work methods and safety procedures.
- Follow procedures and policies in the Seasonal Employee Handbook.
- Follow any and all Hangar Theatre Company and Health Department Guidelines related to COVID-19

SPECIFIC RESPONSIBILITIES:

- Running wardrobe for Mainstage productions as assigned.
- Attending the designer run before technical rehearsals begin.
- Attending Production Meetings as needed.
- Coordinating with Stage Management in creating a running plot with entrances, exits, and timings.
- Preparing the wardrobe area, dressing rooms, and possible backstage quick-change areas for tech rehearsals and performances.
- Preparing and maintaining all costumes and costume pieces for tech rehearsals and performances; seeing that the standards set in tech rehearsals are maintained throughout the run of the show.
- Assisting actors as needed and requested in dressing prior to and during performances.
- Organizing and implementing efficient quick changes as needed.
- Maintaining the wardrobe room, as well as its supplies and equipment
- Organizing an efficient strike for each production, including the cleaning of all costumes and costume pieces, and their return to the costume shop/stock in coordination with the Costume Shop Manager.
- Communicating with Stage Management and the Costume Shop Manager
- Assisting with construction of costumes, including using patterns and pattern assembly, and craftwork.
- Assisting with actor fittings, purchasing costume pieces, organization of costumes
- Striking of shows, including restocking and returning costumes.
- Related duties as required by the Costume Shop Manager.
- Adhere to the theatre's safety policies.
- Approach and carry out duties, as designated above, with a positive attitude.
- Additional duties as assigned.

REQUIREMENTS:

- Previous summer theatre experience (preferred)
- Maintaining a calm demeanor and a sense of humor
- Stitching (both hand and machine) and serging (preferred)

- Experience executing quick changes
- Valid Driver's License and vehicle (preferred)
- Ability to work with actors
- Operation of industrial and domestic irons
- Willingness to work within a rigorous time schedule with a variety of personalities and skill levels
- Willingness to learn new skills
- Well-developed communication skills.
- Capacity to solve problems and engage in creative thinking about challenges; Ability to brainstorm ideas in a group setting.
- Maturity and understanding of the artistic process and excellent interpersonal, teamwork, and diplomacy skills
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment.
- Ability to manage an irregular schedule

