



WARDROBE SUPERVISOR JOB POSTING

Position:	Wardrobe Supervisor	Status:	Exempt
Department:	Costumes	Full/Part Time:	Full-Time
Reports To:	Costume Director	Annual/Seasonal:	Seasonal
To Apply:	Click Here To Apply	Deadline to Apply:	September 12, 2021

Milwaukee Repertory Theater, a LORT theater located in the heart of Wisconsin's largest metropolitan area, is currently seeking applicants for the position of **Wardrobe Supervisor**. Our mission is to ignite positive changes in the cultural, social, and economic vitality of our community by creating world-class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee's rich diversity. *It is important that our hiring practices reflect our ongoing commitment to diversity and anti-racism, we strongly encourage applications from members of underrepresented groups. We are further committed to considering applicants who are well-rounded but do not fulfill every qualification.*

Position Summary:

Milwaukee Repertory Theater is accepting applications for a quality-oriented, efficient, multitasking Wardrobe Supervisor to join our costume department. The Wardrobe Supervisor supervises the Wardrobe Crew and coordinates the care, management and organization of all costumes throughout the dress rehearsals and performances. The Wardrobe Supervisor is responsible for maintaining and supervising the execution of the Costume Designs for all productions throughout their run.

Compensation and Benefits:

This is a full-time, exempt, seasonal position paid a weekly salary of \$685.00 with an exceptional benefits package that includes 100% employer paid individual health insurance. The bulk of the work hours will happen during nights and weekends with some daytime work during rehearsals and changeovers. The duration of the position runs October to July, exact dates TBD.

Major Duties and Responsibilities Include:

- Work with the Assistant Costume Director to coordinate the transition of the show from the shop to the theatre and to facilitate the running and maintenance of each show.
- Collaborate with ACD to create show paperwork, including actor dressing sheets, check in sheets, scene breakdowns, and quick change information.
- Supervise preparation of dressing cards, lists, and costume check items
- Supervise and set the schedule of wardrobe crew throughout run
- Participate as Wardrobe Crew on assigned productions
- Oversee and participate in costume maintenance in adherence to Equity rules and general sanitary practices
- Oversee and participate in daily wig maintenance
- Alert Costume Director of any additional fitting needs
- Oversee the Load-In and Strike of all costume elements including wigs, clothing, shoes, etc.
- Ensure maintenance of original look of costumes
- Maintain a clean and safe work area
- Assist with costume needs for the Curtain Call Ball
- Attend regular shop meetings
- Participate in educational and outreach events
- Contribute to the training of Emerging Professional Residents
- Other duties as assigned



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Qualifications:

Ideal candidates will have at least 2 years of wardrobe supervisory experience in a professional environment. Familiarity with industry standard costume construction and maintenance, a keen eye, and the ability to multitask are necessary skills. Candidates must be highly organized and able to delegate. Candidates must also work and communicate well with a diverse group of colleagues, all while exhibiting grace and good humor under pressure.

Physical Conditions:

The physical conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Specific vision abilities required by the job include: Good low light vision, close vision, and the ability to discern color and fine detail
- Must be able to lift and carry 30 Lbs. unassisted
- Must be able to climb stairs and move quickly

To Apply:

Fill out an online application submitting a cover letter and resume describing your qualifications and interest for the position, and contact information for 3 professional references, Attn to: Nicholas Hartman, Costume Director:

[Submit Application Materials Online](#)

Deadline to apply is Sunday, September 12, 2021. Applications will be accepted on a rolling basis thereafter until the position is filled. In order to maintain an equitable process, everyone *must* apply online. Any candidate who requires accommodations to submit an online application should contact ehill@milwaukeeep.com

*Full hyperlink web address (copy and paste into your browser):

<https://recruiting.paylocity.com/recruiting/jobs/Details/480079/Milwaukee-Repertory-Theater-Inc/Wardrobe-Supervisor>

About Milwaukee Repertory Theater: Milwaukee Rep is the largest performing arts organization in Wisconsin welcoming 300,000 people at 700 performances of 15 productions a season at the Patty & Jay Baker Theater Complex featuring three unique performance venues – the Quadracci Powerhouse, Stiemke Studio and Stackner Cabaret. For over six decades, Milwaukee Rep has been a centerpiece of Milwaukee’s vibrant arts and cultural scene with productions ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive and impactful. Under the leadership of **Artistic Director Mark Clements** and **Executive Director Chad Bauman**, Milwaukee Rep ignites positive change in the cultural, social and economic vitality of our community by creating world-class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee’s rich diversity.

To read more about Milwaukee Repertory Theater, please visit: www.MilwaukeeRep.com

To read more about Milwaukee Repertory Theater’s commitment to Equity, Diversity, & Inclusion, including our ED&I Vision of Success, please [Click Here](#)

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.