



# JOB POSTING

## Wardrobe Supervisor

Position:	Wardrobe Supervisor	Status:	Salaried Exempt
Department:	Costumes	Full/Part Time:	Full-Time
Reports To:	Assistant Costume Director	Annual/Seasonal:	Seasonal August - May
Start Date:	August 28, 2023	Compensation:	\$740.00 per week
Application:	<a href="#">Click Here to Apply</a>	Deadline to Apply:	June 16, 2023 for best consideration

### **ABOUT MILWAUKEE REP**

[Milwaukee Rep](#) is the largest performing arts organization in Wisconsin in terms of audiences served and one of the largest professional theaters in the country. Each year we welcome nearly 300,000 people at 700 performances of 12 to 15 productions across 3 unique stages ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive, and impactful. Every season requires a talented and diverse team of people on and off stage. Come join us at Milwaukee Rep where we value inclusion, innovation, and quality and where you will have an impact in helping us to fulfill our mission to ignite positive in the community. It is important that our hiring practices reflect our ongoing commitment to diversity and anti-racism and 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.

### **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

### **SCHEDULE**

The bulk of the work hours will happen during evenings and weekends as the production schedule requires. The ideal start date is August 28, 2023. Our production season typically runs August through May each season.



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### **REQUIREMENTS OF THE POSITION**

#### **Technical Knowledge and Experience:**

- Experience working in a professional technical theatre environment; 2+ years preferred
- Familiarity with modern costume construction and maintenance
- A keen eye with the with the ability to multitask is essential.
- 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.

#### **Milwaukee Rep Values Employees Who:**

- Communicate well with a diverse group of colleagues
- Demonstrate an aptitude and eagerness to learn new skills and processes when necessary
- Solve problems and engage in creative thinking about challenges individually and in a group environment
- Are able to accept and incorporate feedback
- Have excellent interpersonal, teamwork, and diplomacy skills and ability to be self-directed and take initiative
- Demonstrates an understanding of historical and institutional racism in the American theatre and/or a willingness to commit to learning and to the mission, vision, and values of the theater in areas of [Equity, Diversity, and Inclusion](#) efforts both in the workplace and in our community

### **BENEFITS OFFERED**

#### **Employee Benefits**

Health & Dental Insurance – Employee contribution to premium  
Health Savings Account & Health Reimbursement Account  
Flexible Spending Account  
403(b) Retirement Plan

**Paid Time Off Package** including Paid Time Off, Sick Leave, Holidays, Parental Leave, Medical Leave

### **TO APPLY**

**Required Materials:** Online Application, Resume, Cover Letter detailing why you are the best candidate for the position

**Deadline:** Review of applications will begin **June 16, 2023**. Applications will be accepted on a rolling basis thereafter until the position is filled.

All applications must be submitted through the online portal. Any candidate who requires accommodations to submit an online application should contact [imerwin@milwaukeeep.com](mailto:imerwin@milwaukeeep.com)

[\*\*Submit Application Materials Online\*\*](#)

*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. Additionally, any physical demands described 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.*