

VTF – Wardrobe Supervisor

About this Job

Virginia Theatre Festival is seeking a Wardrobe Supervisor to join our team for our Summer 2022 season. Qualified candidates should exhibit attention to detail and be able to prioritize and execute tasks accurately in a fast-paced work environment. Applicants must have excellent interpersonal, organizational, collaborative, and communication skills. Every member of our company should always have a willingness to learn as well as a commitment to a safe and equitable work environment. All employees are required to follow the University of Virginia and the Virginia Theatre Festival's COVID-19 Protocols.

This position reports to the Costume Shop Manager and will support the build, run, and strike of our season's productions.

Pay Rate and Benefits

18.50 per hour. We provide housing within walking distance to the theatre and various restaurants for those employed from out of town.

Duration

June 27, 2022 through August 8, 2022. This position will work 40 hours/week with eligibility for overtime in variable schedules. Day, weekend, and evening hours required.

Work Authorization Requirements

US work authorization is required.

JOB DUTIES

- Act as liaison between the wardrobe crew and the costume shop
- Coordinate the care, management, and organization of costumes during performances
- Supervise and participate in wardrobe operations during performances
- Choreograph and execute quick changes, as needed
- Create paperwork for quick changes, backstage tracking, and laundry, as needed
- Supervise laundry and stain removal during performances
- Supervise pre-setting of costume pieces, as needed
- Attend production meetings and rehearsals, as needed
- Maintenance and repairs of costumes once the show is open
- Attend all Tech, Dress Rehearsals, and Strike
- Maintain clean and safe dressing rooms
- Other duties as assigned

REQUIRED EXPERIENCE AND SKILLS

- At least 2 years of backstage costume experience
- Experience supervising others
- Paperwork competency
- Problem solving skills
- Highly organized
- Ability to work nights and weekends during performances
- Ability to work collaboratively and effectively with a wide variety of coworkers at different levels of skill and knowledge

TO APPLY

To apply for this position, please email your resume to us as follows:

Subject line: WARDROBE SUPERVISOR - your last name and first initial

Example: WARDROBE SUPERVISOR – Smith, J.

Email to: virginiatheatrefestival@virginia.edu