

# CREEDE REPERTORY THEATRE

*your theatre, always*

## Wardrobe and Wig Supervisor

**Reports to:** Production Manager

**Supervises:** Wardrobe Crew

**Job Type:** Seasonal, Salaried, Exempt

**Ideal Contract Dates:** May 1<sup>st</sup> through September 15<sup>th</sup>

### Essential Duties and Responsibilities

- Ensure that wardrobe staff and other dressers are provided with the necessary information and paperwork to perform their assigned tasks.
- Supervise and instruct wardrobe crew in the proper use of laundry machines and wardrobe equipment.
- Maintain a clean and organized workspace along with the proper cleaning and maintaining of all equipment and supplies.
- Plan, create and maintain a wardrobe budgets for all productions at CRT
- Ensure dressing room set-ups and state of actors' garments are cleaned in compliance with Equity guidelines
- Ensure that all actors are reasonably comfortable in their costumes and communicate any issues to the Costume Shop Manager.
- Be present to run the wardrobe department for all scheduled performances or events.
- Ensure that all repairs are completed, or that the costume shop is aware of any necessary repair work prior to the next performance or returning to stock.
- Ensure that repairs alter neither the designer's vision nor the usability or lifespan of the costumes.
- Attend all rehearsals where show ready costume pieces are being worn.
- Ensure that show costume plots and quick change lists are updated in a timely manner.
- Ensure the wellbeing and proper treatment of all wigs used in CRT's productions.
- Attend all design meetings, production meetings, shop head meetings, designer runs, technical rehearsals and previews.
- Participate in load in and strike of CRT's productions as well as assisting in the completions of wardrobe notes and changeover.
- Participate in any special company functions or publicity functions required by CRT.
- Perform any other reasonable duties as assigned by your supervisor or staff supervisor that should be necessary to meet the needs of CRT and your department.

### Qualifications, Experience and Skills

- Minimum three years of wardrobe experience, minimum two years of wig experience.
- Must have strong organizational, communication and interpersonal skills.
- Have the ability to use Microsoft Office and other office software.
- Have strong leadership abilities and be able to lead a diverse team of professionals.
- Show enthusiasm to work and create a respectful, inclusive and fast pace environment.
- Must be able to lift 50 pounds' safely.

### About Creede Repertory Theatre

Founded in 1966, Creede Repertory Theatre (CRT) is a professional theatre company located at 9,000 feet in a spectacular location in the San Juan Mountains of Colorado. The historic town of Creede offers beautiful mountain views, hiking trails and stunning campsites. Each season, CRT produces 7-10 plays in rotating repertory, hosts numerous musicals events and concerts, develops new works through the Headwaters New Play Program, and creates nationally recognized educational programs. As part of its values, Creede Repertory Theatre is dedicated to Equity, Diversity, and Inclusion in every aspect of the company and is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

### **How to Apply**

To apply for this position or any other production position at Creede Repertory Theatre, visit [www.creederep.org/work-at-crt/](http://www.creederep.org/work-at-crt/) between November 1<sup>st</sup> through February 15<sup>th</sup>. Please no phone calls.