



PACIFIC CONSERVATORY THEATRE

Job Description

Position: Wardrobe Supervisor
Department: Production
Reports to: Costume Shop Manager

The Wardrobe Supervisor (a full-time hourly position) is responsible for ensuring performances run smoothly for every production, which includes completing costume changes, and maintaining and continuing consistency with the original costume designs. This position will create wardrobe paperwork and train the wardrobe crews consisting of interns and Technical Conservatory students.

The Wardrobe Supervisor is responsible for every costume from the time they leave the Costume Shop at the beginning of tech/dress rehearsals until the production closes, which includes laundering, cleaning, and maintenance during the performance run, and the return of the costumes to the costume shop at the end of the scheduled production run. This position will work with the Costume Shop Manager to identify backstage needs for supplies, equipment, and materials. The Wardrobe Supervisor will also provide additional support to the Costume Shop between production runs, including taking part in the restocking of costumes and assisting with general shop maintenance.

At PCPA we believe that diversity makes us stronger, enriches our art and is a source of joy. We believe that our understanding of the principles of Equity, Diversity and Inclusion must continually grow and be actively practiced in our behavior and relationships. We will create a safe and welcoming working environment that will actively interrupt aggressions and behaviors that hinder our efforts to maintain an equitable, diverse and inclusive environment. We will make space for open communication that enhances relationships with all staff and community members, particularly those belonging to historically marginalized groups. PCPA is committed to anti-racism and prohibits discrimination against anyone based on factors including, but not limited to: race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability (physical or mental), or socioeconomic standing. We commit to serving our community by inspiring our current audience, cultivating our future audience, and preparing the next generation of theatre professionals.

Examples of Duties:

- Creates running lists for each production
- Creates costume plots for each actor in a production
- Conducts an orientation for each wardrobe crew member.
- In collaboration with the Costume Shop Manager assigns specific duties to all wardrobe crew members.
- Communicates and coordinates with Stage Management any show related needs including but not limited to entrance and exit plots, costume presets and run of show needs.



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- Sets wardrobe crew work-calls for every performance in coordination with the production and conservatory schedules.
- Supervises all Conservatory students and Interns in the Wardrobe lab hours.
- Dresses actors or facilitates quick changes for any actor as needed.
- Attends specific run-thru and technical/dress rehearsals.
- Reviews each costume with the Costume Designer, Costume Design Assistant, and Costume Shop Manager to comprehend the entire show.
- Attends all required costume shop, production staff, and all staff meetings.
- Coordinates show strikes for costumes and the restocking of costumes into the warehouse.
- Assists in the costume shop as needed and skills apply.
- Maintains a safe and clean work/shop environment; helps maintain the security of PCPA/AHC.
- Promotes a commitment to anti-racism, Equity, Diversity, and Inclusion in all areas of PCPA.
- Attends required EDI, sexual harassment, anti-bias, anti-racist, and other Human Resource trainings and workshops.
- Works in a manner consistent with understanding and demonstrating inclusive behaviors; maintains a safe and welcoming work/shop environment, free from any aggressions; interrupts behaviors that hinder PCPA's equity, diversity and inclusion efforts.
- Disclaimer: This description reflects managements of essential functions, it does not proscribe or restrict the tasks that may be assigned.

Qualifications:

- Working knowledge of all aspects of the theatre process, including but not limited to production, technical, costume construction, and costume repair.
- Excellent communication skills – written, oral, visual.
- Strong organizational skills.
- Strong computer skills.
- Ability to work productively under severe time pressures and meet deadlines.
- Extensive knowledge of clothing and theatrical practices.
- Thorough understanding of the costume design and construction processes and all the related aspects, and how they relate to the overall theatre production process.
- Bachelor's Degree preferred; equivalent transferable skills from other training with 2-3 years professional experience in a similar position required.

Other Requirements:

- Possess or be able to acquire a valid California license to drive.

Work Conditions:

- Ability to work long hours and work with a flexible schedule.
- May have to work at heights, around moving machinery, and with exposure to noise,



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vibration, and dust.

- Must be willing to travel and work at various sites.
- Must be willing to work outdoors in all weather conditions while using the appropriate safety procedures.
- Ability to work safely in an environment containing potentially hazardous electrical equipment, fumes, and/or materials.

Physical Demands:

- Frequently remains in a stationary position at a sewing machine for periods of time.
- Frequently will need to ascend/descend a ladder to access or replace costumes.
- Occasionally reaches overhead to access materials and stock items.
- Frequently will need to transverse multiple levels of scenery, and backstage areas to assist and oversee costume needs for each production.
- Constantly handles a variety of fabric and costumes which will be a variety of textures and finishes
- Occasionally handles fabric and costumes weighing up to 50 pounds.
- Frequently communicates with students and staff in a noisy costume shop and theater environment.
- Occasionally works closely with actors in various states of dress, including positioning themselves around the body of the actor.