

Wardrobe Supervisor

Department: Production – Costume Shop

Reports to: Director of Production

Direct Reports: N/A

Classification: This is a part-time, non-exempt, hourly position

Compensation: \$21/hour

Dates of Employment: April 19, 2023 – May 22, 2023

How to apply: Please submit resume and cover letter to human.resources@longwharf.org. Include in the subject line “Wardrobe Supervisor”

The Invitation:

Long Wharf Theatre (LWT) is a gathering place dedicated to producing boundary-breaking theatre with and for its kaleidoscopic communities. We believe that theatre is for everyone, and that art and activism can live side by side. We are committed to building artistically innovative theatre with, for, and by the greater New Haven community. We are seeking a Wardrobe Supervisor to oversee all wardrobe related activities during the theatrical run of LIVE FROM THE EDGE at Space Ballroom in Hamden, CT.

The Work Environment & Culture:

The Leadership at Long Wharf Theatre cares deeply about staff culture and development. Members of the Long Wharf Theatre staff are encouraged to engage in courageous conversations within departments and interdepartmentally. There is belief within the organization that great art comes from great relationships. Long Wharf Theatre supports and cares for team members as a reflection of the quality of artistic exploration on our stages.

The Duties (including but not limited to):

- Prepare costumes for a show run by labeling, organizing, and creating paperwork.
- See to all costume needs during the run of a show including cleaning, repairs, and alterations.
- Facilitate the load-in and load-out of costumes and wardrobe supplies into performance venue.
- Collect and run laundry at the end of every show.
- Spray remaining costume pieces with vodka and shoes with disinfectant.
- Coordinate dry cleaning drop off and pick up, as needed.
- Maintain wardrobe inventory and restock supplies.
- Attend rehearsals and production meetings as required by Director of Production.
- Maintain compliance with all company policies and procedures.

The Skills & Expertise Needed:

- A valid Driver’s License is required for this role, and a driving background check will be run prior to employment.
- Commitment to working within an organization dedicated to advancing anti-racism, gender equity, and radical inclusion.
- Must be able to lift and carry up to 40 lbs and climb stairs.
- A solution-oriented thinker who is not afraid to ask questions.
- Comfort with cross-departmental collaboration and internal communication is essential.
- Commitment to participating in open, honest, and accountable team dynamics.
- Strong communication (oral and written) and interpersonal skills.
- Ability to maintain multiple projects simultaneously and successfully meet deadlines.
- Strong organizational skills and the ability to work independently as well as collaboratively.
- Ability to learn web-based software required for the job and for administrative purposes.
- Attend anti-racism, anti-harassment, and safety trainings.
- Provable eligibility to work in the United States.

The Experience Needed:

- We acknowledge that experience comes from many avenues, including work, education, and personal opportunities. If you think your combination of experiences is right for this role, we strongly encourage you to apply.

COVID-19:

- Full vaccination against COVID-19 is required as a condition of employment.
- Masks are required to be worn in all LWT spaces.