



Skylight Music Theatre is currently seeking a Wardrobe Supervisor for the 24/25 season.

Contract start date on or around August 26, 2024 with an end date of May 11, 2025.

This is a Seasonal nonexempt position with the opportunity for paid OT when approved by the Director of Production or Artistic Director. Pay is DOE starting at 17.50/hr. (\$700/week) with some employer paid benefits.

Please email Cover letter and Resume to: [matthewc@skylightmusictheatre.org](mailto:matthewc@skylightmusictheatre.org)

An Ideal candidate would have the following experience and skills.

1. 1-3 years of professional experience as a wardrobe supervisor or similar position.
2. Working knowledge of sewing and serger machines, as well as basic garment construction, garment alteration, and garment repair skills. Proficient in hand sewing.
3. Proven leadership skills, ability to lead small teams to a successful and productive work environment.
4. Ability to work closely and creatively with design teams, directors, and other members of the Skylight Music Theatre staff.
5. Proficiency with computers and standard office suite. Demonstrated ability to generate and maintain professional level wardrobe track paperwork for each production.
6. Ability to multitask while maintaining productivity.
7. Skills in costume crafts, flat patterning and draping a plus.

Duties:

1. Running wardrobe for all Skylight Music Theatre productions, including pre-show/post show preparations including laundry.
2. Setting up, maintaining, and breaking down of all dressing room spaces pre-show and during the run.
3. Upkeep of costumes and wigs during run of the show, including repairs, laundry, and gathering items for weekly dry-cleaning pick-up.
4. Aiding the Director of Production and Facilities in the hiring of additional wardrobe support for shows as needed
5. Working with costume plot, created by the costume designer and entrance and exit plot, generated by stage management in rehearsals, to create wardrobe running track paperwork. Communicating with costume designer and stage management to obtain timings of actor exits and entrances in order to plan costume changes.
6. Providing costumes and dressing support for photo calls
7. Acting as stitcher under the direction of the Costume director during the build process as available.
8. Lead load-ins of costumes for start of tech and strike of costumes after closing performance
9. Attending all necessary meetings including, but not limited to, production meetings and company meetings
10. Ensuring safety and policy adherence at all calls
11. Maintain organization and cleanliness of all shop and theatre work spaces
12. Other duties as assigned by the Costume Director, Director of Production and Facilities and Assistant Director of Production and Facilities.