



Position Available Wardrobe Supervisor

SKYLIGHT MUSIC THEATRE

Founded in 1959, Skylight Music Theatre is Milwaukee's professional Equity music theatre company and the largest employer of Wisconsin actors in the state. We are Milwaukee's Home for Music Theatre--the only professional Milwaukee arts company devoted solely to music theatre. Skylight produces the full breadth of music theatre ranging from blockbuster Broadway musicals to reimagined operas, and from exciting world premieres to contemporary off-Broadway hits. Skylight's mainstage home is the Cabot Theatre in the Broadway Theatre Center, which was built by Skylight in Milwaukee's Historic Third Ward in 1992. Considered to be one of Milwaukee's most beautiful theatres, the Cabot Theatre is based on the design of an 18th-century French opera house. With just 350 seats it offers audiences great views of the performance and allows audiences to feel close to the action and emotion onstage. Skylight Music Theatre marks its 66th season in 2025-2026. Skylight Music Theatre is a proud Cornerstone Member of the United Performing Arts Fund.

POSITION DESCRIPTION

Skylight Music Theatre is currently seeking a Wardrobe Supervisor for the 25-26 season. Contract start date on or around September 1st, 2025, with an end date of May 3rd, 2026.

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.

SUMMARY OF RESPONSIBILITIES:

- Running wardrobe for all Skylight Music Theatre productions, including pre-show/post show preparations including laundry.
- Setting up, maintaining, and breaking down of all dressing room spaces pre-show and during the run.
- Upkeep of costumes and wigs during run of the show, including repairs, laundry, and gathering items for weekly dry-cleaning pick-up.
- Aiding the Director of Production and Facilities in the hiring of additional wardrobe support for shows as needed
- 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.
- Providing costumes and dressing support for photo calls
- Acting as stitcher under the direction of the Costume director during the build process as available.
- Lead load-ins of costumes for start of tech and strike of costumes after closing performance
- Attending all necessary meetings including, but not limited to, production meetings and company meetings
- Ensuring safety and policy adherence at all calls
- Maintain organization and cleanliness of all shop and theatre work spaces
- Other duties as assigned by the Costume Director, Director of Production and Facilities and Assistant Director of Production and Facilities.

QUALIFICATIONS:

- 1-3 years of professional experience as a wardrobe supervisor or similar position.
- Working knowledge of sewing and serger machines, as well as basic garment construction, garment alteration, and garment repair skills. Proficient in hand sewing.
- Proven leadership skills, ability to lead small teams to a successful and productive work environment.
- Ability to work closely and creatively with design teams, directors, and other members of the Skylight

Music Theatre staff.

- Proficiency with computers and standard office suite. Demonstrated ability to generate and maintain professional level wardrobe track paperwork for each production.
- Ability to multitask while maintaining productivity.
- Skills in costume crafts, flat patterning and draping a plus.

BENEFITS

- Salary: DOE starting at 17.50/hr. (\$700/week).
- Health, Dental, and Vision Insurance
- Life and Disability Insurance
- 403(b) plan

Starting date: September 1st, 2025, with an end date of May 3rd, 2026.

Interested individuals should submit via an email a cover letter with resume to:

Terry Harper
Director Of Production & Facilities
TerryH@skylightmusictheatre.org

Skylight Music Theatre is an equal opportunity employer.