



POSITION DESCRIPTION

TITLE –Wardrobe Assistant

DEPARTMENT - Costume

POSITION SUMMARY

Under the direction of the Costume Shop Manager this position collaborates directly with the Wardrobe Heads and serves as a key member of The Muny's costume build team. The Wardrobe Assistant (WA) is responsible for assisting the Wardrobe Heads in creation of piece lists, tracking paperwork, and fitting notes necessary for each production.

ENTRY QUALIFICATIONS

- Working knowledge of costume construction and maintenance; specifically dyeing and shoe painting.
- Knowledge of shoe repair.
- Experience in a fitting room is mandatory.
- Experience with a variety of different fabrics and garments is a must.
- Exceptional organization; and time & materials estimation skills.
- High degree of interpretive, interpersonal and communication skills and the ability to work in a team environment.
- Computer and internet research skills with specific knowledge of Word, Excel, and calendar programs.
- Membership in The Wardrobe Attendants Local #805; not required for application.
- Experience in emergency shoe repair and rubbering is a plus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist Wardrobe Heads to ensure shoes and garments are completed in a timely manner and to Designer's specifications, i.e., rubberized, dye, and alterations, etc.
- Assist in estimating materials needed for specific projects, research, and technique.
- Coordinate and create the piece lists through collaboration with the wardrobe team and the costume designers.
- Assist Wardrobe Tracking Manager in the creation of wardrobe dresser plot.
- Maintain a safe and clean work environment while working with chemicals.
- Promote through actions and words a safe and supportive working environment.
- Additional responsibilities as assigned through discussion with Costume Shop Manager and Wardrobe Heads.

WORKING CONDITIONS

Wardrobe Assistant hours are daytime M-F 8am – 4pm, some evening performance, and rehearsal hours may be required.

Move about the backstage and onstage areas during rehearsals.

Attendance at all technical rehearsals is required.

Position is Full-time, seasonal. This position is under the jurisdiction of Theatrical Wardrobe Attendants Local 805 and pay is \$26.21/ hour in accordance with the CBA. Send all inquiries, resumes and references to Tracy Utzmyers, Production Manager, tracyu@muny.org, no later than June 25, 2021.