

Actors Theatre of Louisville
WARDROBE ASSISTANT (SEASONAL)
Posted: 05/2019

Position: Wardrobe Assistant (Seasonal)
Reports To: Costume Director
Department: Costumes
FLSA: Non-Exempt
Start Date: Tuesday, August 27, 2019
End Date: Sunday, April 19, 2020

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the State Theatre of Kentucky and home of the Humana Festival of New American Plays, seeks qualified and passionate applicants for the position of Wardrobe Assistant (Seasonal).

Actors Theatre seeks to create a truly brave space where diverse identities, ideas, cultures, and opinions are cultivated. Our core values are Equity, Diversity and Inclusion, Brave Curiosity, Listening and Sharing and Adaptability. Because of its conviction that the diversity of a community is its defining strength, Actors Theatre is committed to Equity, Diversity, and Inclusion in all areas of its work, including its community engagement efforts, productions, casting, education programs, recruitment of staff, students, apprentices, and volunteers, and the composition of the Board of Directors. We strongly encourage applications from women, persons of color, LGBTQ individuals, and others who demonstrate a commitment to equity and social justice.

Actors Theatre's mission is to unlock human potential, build community and enrich quality of life by engaging people in theater that reflects the wonder and complexity of our time. Actors' vision is to be a leading arts organization locally and nationally, serving as a catalyst for creativity, innovation, inspiration and education in our community and field.

Costume Department Mission:

The Costume Department is composed of workroom staff, design assistants, a wardrobe team, wig artists, and a seasonal costume apprentice; we embrace this organization's core values and strive to realize the design possibilities set out by this our ambitious production calendar.

Every member of this department is recognized as a valuable team member that helps achieve a costume designer's specific vision. Emphasizing clear communication, teamwork, and specific expectations, the Costume Department is able to approach a wide-variety of theatrical challenges and deliver quality work.

The Costume Department is also committed to working towards the creation of a respectful environment wherein any person feels they can freely, safely, and wholly contribute their work, their artistry, and themselves as theatre artists.

Summary of Position:

Working under the staff Wardrobe Manager, the Wardrobe Assistant is responsible for providing wardrobe support for select Mainstage, Holiday, and Humana Festival productions at Actors Theatre of Louisville.

The essential functions include, but are not limited to the following:

Essential Functions:

- Work under the staff Wardrobe Manager to understand and maintain Actors Theatre standards for wardrobe practices and support.
- Work with the staff Wig Supervisor to understand any wig, makeup, and hair needs for the production; learn any additional handling and application skills that are deemed necessary for a successful run.
- Prepare dressing room spaces in compliance with Equity and Actors Theatre of Louisville guidelines.
- Help wardrobe staff keep clean, organized, and stocked work areas.
- Ensure that any company-provided wardrobe equipment, supplies, and spaces are properly maintained.
- Work with and/or create paperwork using formats established by the Wardrobe Manager and Costume Director.
- Attend all rehearsals in which costumes will be worn or utilized.
- Be present to run wardrobe for all scheduled performances.
- Ensure that actors' garments are cleaned throughout performances.
- Communicate any costume or wardrobe issues to the Wardrobe Manager or the Costume Director throughout technical rehearsals and performances.
- Facilitate any costume repair work in order to maintain the integrity of each costume; ensure that any such work is completed accurately and does not alter the design, usability, or lifespan of the costume.
- Ensure that the Wardrobe Manager is aware of any necessary laundry and dry cleaning needs and repair work after the show's final performance.
- Provide electronic copies of all wardrobe paperwork to the Wardrobe Manager for archival purposes.
- Attend weekly costume department meetings, in addition to any production or staff meetings deemed necessary by the Wardrobe Manager or Costume Director.

- Foster a functioning, safe, and inclusive work environment for wardrobe crew, production personnel, staff members, and actors with an eye towards professionalism and respect at all times.
- Carry out other duties and responsibilities that may be assigned by the Wardrobe Manager or the Costume Director.

Knowledge, Skills and Abilities:

- Knowledge of wardrobe duties and support for Equity and/or non-Equity actors.
- Knowledge of costume care techniques and products.
- Basic knowledge of costume construction and repair skills.
- Ability to operate wardrobe equipment and tools.
- Basic knowledge of wardrobe equipment maintenance.
- Excellent organizational and interpersonal skills.
- Ability to work both independently and as a team member to achieve assigned tasks, sometimes with limited supervision.
- Must be a highly motivated, proactive self-starter, with the ability to work in a team-focused environment.
- Ability to work in a sometimes fast-paced environment, with a variety of personalities, while maintaining a professional demeanor at all times.
- Must be able to stand for extended periods of time and work in dark, quiet, or enclosed environments.
- Ability to lift and carry up to 30 pounds either independently or with assistance.
- Ability to climb ladders and stairs.
- Ability to walk, potentially run, squat, crouch, and kneel.

Minimum Qualifications:

- Prior wardrobe experience in a theatre setting.
- Must successfully pass a background screening.
- Must be able to work a flexible schedule that will include mornings, afternoons, and evenings, with a likelihood of overtime, from Tuesdays through Sundays.

Preferred Qualifications:

- Associate degree in theatre or related field, or comparable experience in wardrobe, costume production, or related field.
- Experience with wig prep, application, and handling.
- A valid driver's license.
- A personal mode of transportation.
- Proficient with Microsoft Office: Word, Excel, and Outlook.

Compensation:

Compensation for this position is \$480 per week. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off, and a 403(b) retirement plan.

To Apply:

Applicants for this position should email cover letter, resume, and three (3) professional references to:

Mike Floyd, Costume Director
MFloyd@actorstheatre.org

cc: Marie Tull, Human Resources Manager
MTull@actorstheatre.org

No phone calls please.

Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.