

Vitacca Ballet and Vitacca Dance

Wardrobe Supervisor Job Description

Department: Production & Artistic
Position Title: Wardrobe Supervisor
Reports to: Kelly Ann Vitacca
Classification: Seasonal Weekly Contract – Salaried Exempt
Location: Houston TX

Scope: The Wardrobe Supervisor oversees all Vitacca School and Vitacca Company mainstage theater wardrobe and costume needs. Assist in Vitacca Dance School and Vitacca Ballet Company productions as needed. Act as Vitacca costume rental coordinator.

Responsibilities

- Oversee all Vitacca **School and Vitacca Company** mainstage productions and events with regards to costume organization, fittings, costume maintenance, laundry, tracking and costume quick changes
- Attending and giving support to Vitacca School and Vitacca Ballet Company shows as required.
- Make sure all Vitacca School and Vitacca Ballet Company laundry and dry cleaning is in accordance with guild requirements
- Manage and book all Dressers needed for all mainstage productions and dresser payroll
- Responsible for all inhouse wardrobe rental.
- Attends technical rehearsals and dress rehearsals as necessary or as assigned by the Costume Manager
- Supply and manage dressers and costumes at all technical and studio rehearsals when applicable
- Assist in budget development and spending
- Recommends supplies, tools, and materials for general seasonal and show specific inventory
- Participate in the upkeep, organization and cleanliness of the fitting rooms, work rooms and stock rooms
- Manages personnel safety, upholds safety protocols and participates in all required training
- Attends artistic staff meetings as assigned per production
- Manage accurate documentation of costume inventories and upkeep of program library
- Support all make ready needs
- Other duties as assigned

Qualifications, Education and Experience

- Significant experience (at least two years) in high level professional theatrical costuming
- College level design/technical costume degree or equivalent experience
- Demonstrated proficiency and working knowledge of industry or home sewing machines. Ability to operate a variety of machines
- Knowledge of and experience in a variety of costume construction techniques
- Understanding of period shape and how to adapt concepts to dance costumes
- Good working knowledge of fabric types and uses
- Excellent crew management skills including but not limited to time management, work flow management, and interpersonal and collaborative communication skills
- Online and offline research experience
- Computer skills, Microsoft Word and Excel required
- Must hold a valid driver's license and be able to work at offsite locations

Ability to:

- Organize and communicate information clearly, both verbally and in writing
- Work in a detail-oriented manner, be resourceful and flexible, and be able to handle multiple tasks simultaneously
- Effective Problem Solving / Troubleshooting
- Work independently and as part of team
- Work irregular hours and weekend shifts as required
- Lift / carry heavy loads (up to 40lbs.) and stand for periods of three or more hours required
- Ability to kneel and crouch during fittings. Ability to climb ladders. Must be able to constantly move about to coordinate work.
- May be required to work in cramped or uncomfortable positions for long periods of time