



Wardrobe Supervisor

*Full Time / Non-Exempt Position
Weekend and Evening Hours*

Lookingglass Theatre Company, a nationally recognized ensemble theatre company located in Chicago Illinois, seeks an experienced and enthusiastic Wardrobe Supervisor. Lookingglass Theatre is an Equal Opportunity Employer. Salary is competitive with other comparable not for profit positions. Benefit package includes health insurance, generous vacation, and paid holiday schedule.

General Job Description:

The Wardrobe Supervisor is responsible for the organization and maintenance of costume pieces for each production, maintaining the wardrobe room and dressing rooms as well as managing the wardrobe crew. This position reports to the Production Manager and works closely with our Stage Management teams and Costume Shop Manager.

Responsibilities:

- Attend the designer run and create applicable paperwork for wardrobe crew
- Meet with Costume Shop Manager, and Costume Designer to discuss specific wardrobe needs and confirm the costume piece list
- Purchase/ order supplies for the run of show as needed
- Hire wardrobe assistant, interns and any needed covers
- Attend all tech, dress rehearsal and preview performances unless otherwise released
- Supervise all special makeup, hair and wig needs
- Coordinate with the Costume Shop Manager the load in of costumes to the theatre
- Maintain show paperwork
- Assign laundry duties and coordinate the pick up/drop off of drycleaning with the production office
- Run each performance
- Maintain actor repair list, and complete repairs as needed
- Attend all put-in rehearsals
- Coordinate the strike of costumes, included dry cleaning, cleaning of dressing rooms and return of costumes to appropriate places
- Attend production meetings, and other departmental meetings
- Other duties as assigned

The ideal candidate will possess the following qualifications:

- 3 or more years of wardrobe experience
- Intermediate to advanced machine and hand sewing skills
- Intermediate to advanced knowledge of wig styling and maintenance
- Excellent written and verbal communication skills

Qualified applications should send a cover letter, resume, 3 references and salary history or requirement to Sarah Burnham, Production Manager, at sburnham@lookingglasstheatre.org. Please include Wardrobe Supervisor in the subject line. Applications will be accepted through April 6th. This position would begin on May 1st, 2018. No phone calls please.