Wardrobe Supervisor
Full Time

About the Opportunity

Ensemble Theatre Cincinnati (ETC) seeks a skilled, resourceful technical artist with evening and weekend availability to join our production team as Wardrobe Supervisor. Working closely with the Costume Shop Manager, guest designers, stage management, wardrobe crew, and other production staff, the Wardrobe Supervisor maintains the integrity of the costume design for each production, ensuring all pieces are tracked, set, laundered, and repaired as appropriate. This work plays an essential role in creating and maintaining strong, positive, and welcoming relationships with guest designers and actors, wardrobe crew, and apprentices as we develop and present high quality contemporary theatre.

Reporting to the Costume Shop Manager, the ideal candidate will possess experience in costume techniques and processes including construction, repair, dressing and quick changes, laundry, generation of related paperwork, and wardrobe crew leadership, as well as knowledge of safety standards and practices.

This is a full-time, hourly, non-exempt position with a starting range of $15.50 – $17.00 per hour; this position is eligible for overtime under pre-approved circumstances, for hours over 40 in a single week compensated at one and one-half times the base hourly rate. The base schedule offers flexibility based on projects in progress, with evening and weekend work required in alignment with production and event schedules. This position supervises the wardrobe crew and occasional costume over-hire labor.

ETC requires all employees to be fully vaccinated against COVID-19 as defined by the Centers for Disease Control and Prevention (CDC).

About ETC

Noted for its intimacy and celebrated for its dedication to producing socially conscious and thought-provoking world and regional premieres, Ensemble Theatre calls Cincinnati’s historic Over-the-Rhine neighborhood home, and has been a steadfast anchor of the community through both hard times and good. ETC maintains an unwavering belief in the transformative power of the arts to create vibrant, sustainable communities. Each year, we attract a diverse audience of 30,000+ to more than 220 performances and events.

At the heart of our vision of a thriving urban arts community accessible to everyone is ETC’s longstanding and explicit commitment to the ongoing pursuit of diversity, equity, inclusion, and access to the arts through productions, education programs, and engagement activities that reflect the people, cultures, and lived experiences of our community.

We respectfully acknowledge ETC’s location on the unceded land of the Myaamia (Miami), Shawandasse Tula (Shawanwaki/Shawnee), and Wazhazhe Ma"zha" (Osage) peoples, and likewise recognize the people who were stolen from their native lands and enslaved, and whose centuries of unpaid labor this nation and its economy were built upon through systems of injustice, inequity, and oppression which still exist today.

ETC encourages applications from qualified individuals with intersectional perspectives and life experiences, especially those underrepresented in the theatre field. ETC is an Equal Opportunity
Ensemble Theatre Cincinnati

Wardrobe Supervisor (Full Time)

Employer and does not discriminate based on age, race, color, gender, gender expression, gender identity, genetic information, marital status, military status, physical or mental disability, political affiliation, pregnancy, religion, or sexual orientation.

Position Overview

The Wardrobe Supervisor is an essential member of the production team, ensuring the smooth running of all costume operations during a production, from creating show paperwork to executing quick changes during performances. The Wardrobe Supervisor is responsible for daily cleaning and maintenance of all costume pieces, supervising the wardrobe crew, and assisting actors in dressing and quick changes. With the Costume Shop Manager, the Wardrobe Supervisor also coordinates weekly dry cleaning and participates in fittings, construction, load-in and strike, restocking and returns, and other regular costume shop operations. While the base schedule of this position fits within the frame of 9am-5pm Monday through Friday, it flexes to accommodate production and build schedules, rehearsal schedules, and event attendance as needed.

Responsibilities

Production – 80%

- Develop working knowledge of each script, particularly information relevant to the costume plot
- Create costume paperwork including check-in/out lists, run sheets, and laundry instructions
- Attend all first rehearsals, dress rehearsals, previews, and performances
- Assist Costume Shop Manager and guest designers with fittings and during all dress rehearsals
- Check costume pieces out/in, steam, iron, and otherwise prep as appropriate, organizing presets, dressing rooms, and quick change spaces prior to half hour for each performance
- Assist actors as requested during preshow, intermission, and after each performance within applicable protocols and regulations of Actors’ Equity Association
- Plan, delegate, coordinate, and execute presets and costume/wig changes with guest designers, Costume Shop Manager, actors, and wardrobe crew
- Train and mentor wardrobe crew, typically composed of acting apprentices
- Communicate relevant information regarding costume/wig repairs, maintenance, or other concerns to stage management for daily rehearsal and performance reports
- Report any significant maintenance needs beyond day-to-day notes to the Costume Shop Manager in a timely way
- Maintain efficient and effective two-way communication with the Costume Shop Manager and stage management regarding any requests or questions
- Coordinate weekly dry cleaning drop-off and pickup
- Keep dressing rooms and laundry areas clean, organized, stocked, and safe at all times
- Serve as stitcher and otherwise assist Costume Shop Manager in construction as needed
- Assist with costume needs for special events beyond the mainstage season as needed

Administration – 20%

- Maintain inventory of consumables for the costume shop, anticipating and advising Costume Shop Manager when supplies or equipment maintenance are needed and ensuring safe storage of any hazardous materials
- Organize and maintain costume stock and storage needs
Wardrobe Supervisor (Full Time)

• Maintain a safe, clean shop environment anywhere costume work takes place, including but not limited to the costume shop, main stage, and backstage areas, adhering to and enforcing compliance with OSHA safety standards and ETC policies

In addition, ETC expects every employee to: adhere to all ETC policies and procedures; work in a safe manner; maintain a positive and respectful attitude; communicate updates and concerns regularly to supervisor; demonstrate efficient time management and prioritize workload; demonstrate regular and consistent attendance and punctuality; meet expected productivity standards; participate in ETC events as needed or required; recognize historical and institutional racism in the American theatre and be committed the mission, vision, values, and efforts of ETC in the areas of Diversity, Equity, Inclusion, and Access, both in the workplace and in our community; and complete other duties as assigned.

Qualifications, Experience, and Work Environment

Essential Skills & Attributes
• Demonstrated commitment to ETC’s mission
• Basic to advanced hand sewing skills
• Experience using a domestic sewing machine
• Ability to execute fast repairs and alterations
• Experience leading a wardrobe crew
• Knowledge of laundry cleaning techniques and clothes cleaning agents
• Basic wig/hair and makeup execution and maintenance skills
• Analytical skills, particularly of written material such as scripts
• Project leadership and management skills
• Ability to work cooperatively as part of a team, as well as independently
• Strong problem-solving skills and ability to remain calm in demanding situations
• Availability to work evenings and weekends according to rehearsal and performance schedules
• Passion for cultivating a diverse, equitable, inclusive, and accessible work environment in support of ETC’s DEIA plan and goals and in accordance with its mission
• Desire to work cooperatively and independently in a fast-paced, collaborative environment
• Strong verbal and written communication skills
• Reliable means of transportation to and from work in a timely manner

Preferred Skills and Qualifications
• Undergraduate degree in technical theatre with an emphasis in costumes or equivalent combination of education and relevant work experience
• Knowledge of Actors’ Equity Association rules and protocols

Work Environment & Physical Requirements
• Spends nearly 100% of time in climate-controlled costume shop and theatre environment, with occasional time spent in other office or designated workspaces
• Digital dexterity and hand-eye coordination in operation of standard office as well as shop-specific equipment (computers, phones, printers, sewing and laundry machines, etc.)
• Work requires: frequent standing, walking, stair climbing, and lifting and carrying clothes (up to 30 pounds); occasional reaching, stooping, crouching, or kneeling
• Occasional travel may be required
• Physical demands and safe working expectations are representative of those an employee must meet to successfully perform the job, with or without accommodation
Compensation & Benefits

- Wages starting in the range of $15.50 - $17.00 per hour (paid on a biweekly schedule)
- Paid time off: 5 vacation days accrued biweekly which increase incrementally with years of service; 3 personal days, 6 sick days, and up to 5 days of bereavement leave annually
- Paid holidays: 15 days per year (New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Earth Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples Day, Election Day, Veterans Day, Thanksgiving Day and the following Friday, Christmas Eve, and Christmas Day); exact dates of observation are subject to production schedules
- Parental Leave
- Jury Duty: ETC will pay the difference between an employee’s juror stipend and their regular rate of pay for up to 14 days of jury duty served
- Employer-subsidized medical, vision, and dental insurance, with FSA and HSA options
- Employer-paid Life and Accidental Death & Dismemberment Insurance
- Optional Life Insurance and tax-deferred Qualified Transportation Account
- Mileage reimbursement (paid monthly, restrictions apply)
- Complimentary and discounted tickets to all ETC productions
- Discounted opportunities for employees and their dependents to participate in fee-based education programs like summer camp

Application Process

- Qualified candidates should email a cover letter, resume, and references (PDF preferred) to: Josh Neumeyer, Managing Director (JNeumeyer@EnsembleCincinnati.org).
- Up to 3 optional work samples may be submitted as email attachments or links to online portfolios/profiles, including content such as past projects, designs, reviews, etc.
- Review of applications and interviews will begin immediately, with priority given to those received by July 28, 2023. Ideal start date is August 21, 2023.
- If a candidate has questions about this position or requires accommodations to submit an application, please contact Josh Neumeyer by phone (513-421-3555 x2103) or email (JNeumeyer@EnsembleCincinnati.org).

While this description is intended to be an accurate reflection of the current position, responsibilities, duties, requirements, and expectations may be amended or revised at the discretion of Ensemble Theatre Cincinnati as business needs and work environments change.