

BalletMet

Title: Wardrobe Supervisor

Reports to: Costume Shop Manager

Salary: \$17/hour

Start Date: August 21, 2023

Vision: To create and foster world-class art and artists that inspire Columbus and beyond

Mission: To entertain, engage and educate through dance

Job Roles

Work as a collaborative member of the Costume Shop and Production Department to execute the artistic vision of each show and maintain the integrity of the costume design throughout the run of the production.

Responsibilities

- Maintain the appearance and integrity of all aspects of costumes, hair, wigs and makeup for BalletMet professional company productions while in the theater, ensuring that the designer's vision remains intact.
- Execute and/or supervise the cleaning, organizing, and repairing of all costumes and costume pieces during the run of each production.
- Schedule, train, and supervise costume crews for all performances of professional company shows, including weekends and occasionally holidays.
- Communicate all necessary wardrobe related information with the performers, including quick changes, dressing room assignments, wardrobe plots, etc.
- Organize and pack costumes for shipment to and from the theater and clean and restock costumes after the close of each production.
- Work with Costume Shop Manager and BalletMet Academy leadership to coordinate student costume fittings and provide necessary costume related information and paperwork for all professional company productions.
- Work with Costume Shop Staff to perform stitching, alterations and crafts on all BalletMet productions.
- Take part in maintaining a healthy and safe work environment.
- Maintain confidentiality.
- Contribute to the overall success of BalletMet by maintaining productive and professional relationship with staff, company members, guest artists and the public.
- Approach and carry out duties, as assigned above, with a positive attitude.
- Other duties as assigned.

Qualities and Attributes

- Demonstrate thorough knowledge of sewing and laundry.
- Experience with makeup, wig application, and wig maintenance preferred but not required
- Experience with Microsoft Windows 10 (Outlook, Excel, Word, PowerPoint) and Google docs
- Possess a valid U.S. driver's license and own a working vehicle.
- Be able to lift 30+ pounds and climb ladders and stairs.
- Display exemplary organization and communication skills.
- Knowledge of dance costuming is preferred but not required.