

Actors Theatre of Louisville
WARDROBE TECHNICIAN (SEASONAL, Part-Time)
Posted April, 2017

Position: Wardrobe Technician (Seasonal, Part-time)
Reports To: Costume Director
Department: Costumes
FLSA: Hourly, Non-Exempt
Start Date: August 21, 2017
End Date: April 8, 2018

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the Tony-Award winning State Theatre of Kentucky, seeks qualified and passionate applicants for the position of a part-time Wardrobe Technician.

Under the leadership of Artistic Director Les Waters and Managing Director Kevin E. Moore, Actors Theatre serves to unlock human potential, build community and enrich quality of life by engaging people in theatre that reflects the wonder and complexity of our time.

Actors Theatre presents almost 350 performances annually across three theatres and delivers a broad range of programming impacting local and national audiences with a particular focus on new play development influencing the field of American theatre. Programs include classical repertory and contemporary work through the Brown-Forman Series, holiday favorites cherished as annual traditions, the Humana Festival of New American Plays influencing the canon of American theatre, an Education program where students see and make plays, and a theatre training program, the Professional Training Company.

Costume Department Mission:

Actors Theatre of Louisville promotes four core values as a part of its artistic mission: Creativity, Collaboration, Engagement, and Excellence. The Costume Department embraces those ideas, and strives to realize the design possibilities set out by our ambitious production calendar.

Every member of this department is recognized as a valuable component in the realization of the Costume Designer and the Director's specific vision.

The Costume Department works towards the creation of a respectful environment wherein every artist- the work room staff, the wardrobe team, the hair and makeup artists, our Guest Designers and Actors- feels they can freely, safely, and wholly contribute their work, their artistry, and themselves as people.

Summary of Position:

Working under the Costume Director and the Wardrobe Manager, the Wardrobe Technician will be responsible for any laundry and costume maintenance needs required by the Actors Theatre of Louisville Wardrobe Department. This position will be expected to work primarily mornings, with the possibility of additional afternoon and/or evening hours at specific times in the season and will be asked to work between 20-30 hours, over 6 days, during a 7-day workweek.

The Essential Functions include, but are not limited to the following:

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- Maintain a clean, organized, and stocked work area.
- Ensure that equipment and supplies are properly maintained.
- Help to maintain clean and properly organized Dressing Rooms.
- Ensure that actors' garments are cleaned in compliance with Equity guidelines throughout performances.
- Complete any repair work to maintain the integrity of each costume, ensuring that all repair work is completed accurately and does not alter the design, the usability, or lifespan of the costume.
- Ensure that all costumes are cleaned after the last performance.
- Ensure that repairs are completed, or that the costume shop is aware of any necessary repair work, prior to returning costumes to costume stock.
- Attend costume department meetings.
- Carry out other duties and responsibilities that may be assigned by the Costume Director or the Wardrobe Manager.

Knowledge, Skills, and Abilities:

- Knowledge of clothing care techniques and products.
- Knowledge of costume and clothing repair skills.
- Knowledge of wardrobe equipment maintenance.
- Ability to operate wardrobe equipment and tools.
- Ability to operate sewing machines, or complete tasks best done by hand sewing.
- 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 lift and carry up to 30 pounds either independently or with assistance.
- Ability to climb ladders and stairs.
- Ability to walk, squat, crouch, and kneel.

- Ability to work within assigned schedules.

Minimum Qualifications:

- Comparable professional experience with familiarity in wardrobe responsibilities, costume design and/or production.
- Must successfully pass a background screening.
- Proficient in Microsoft Office: Word, Excel, and Outlook.
- Be a highly motivated, proactive self-starter, with the ability to work in and foster a team-focused environment.
- Work a varied schedule including early mornings, evenings and weekends.

Preferred Qualifications:

- Associate degree in theatre or related field, or comparable professional experience with training in costume design and/or production.
- Maintain a valid driver's license.
- Must have personal mode of transportation.

Compensation:

Compensation will be competitive with similar positions throughout the Louisville area.

To Apply:

Applicants for this position should email Cover Letter, Resume and three (3) Professional References to:

Mike Floyd, Costume Director
MFloyd@actorstheatre.org

No phone calls please.

Actors Theatre is committed to recruiting and fostering a diverse community of staff and students. Individuals from traditionally under-represented groups are encouraged to apply. AA/EOE

04/2017