

Actors Theatre of Louisville
Posted October, 2017
WARDROBE ASSISTANT (OVERHIRE)

Position: Wardrobe Assistant (Overhire)
Reports To: Costume Director
Department: Costumes
FLSA: Hourly, Non-Exempt
Start Date: March 6, 2018
End Date: April 15, 2018

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the Tony-Award winning State Theatre of Kentucky, seeks qualified and passionate applicants for one (1) overhire Wardrobe Assistant position during the 2018 Humana Festival of New American Plays.

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.

Actors Theatre seeks to create brave space where it is safe to be who you are and diverse identities, ideas, cultures and opinions are cultivated because we believe the diversity of our community is a defining strength. We are committed to diversity in all areas of our work, including the plays we produce, casting, marketing and community engagement efforts, education programs, recruitment of staff and volunteers, and the composition of the Board of Directors. People of color and members of underrepresented communities are invited and encouraged to apply.

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:

This overhire Wardrobe Assistant will be providing wardrobe support for the production to be performed in the Victory Jory Theatre during the 2018 Humana Festival of New American Plays.

These Essential functions include, but are not limited to the following:

Essential Functions:

- Work under the staff Wardrobe Manager to understand and maintain Actors Theatre of Louisville standards for wardrobe practices and support.
- Attend rehearsals in which costumes will be worn or utilized.
- Attend weekly costume department meetings.
- Set-up dressing rooms in compliance with Equity and Actors Theatre of Louisville guidelines.
- Work with or create paperwork to best perform wardrobe responsibilities.
- Be present to run wardrobe for all scheduled performances.
- Communicate any costume or wardrobe issues to the Wardrobe Manager or the Costume Director.
- Ensure that actors' garments are cleaned throughout performances in compliance with Equity guidelines.
- Work with the staff Wardrobe Technician to facilitate 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 properly 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.

- Work with other members of the Wardrobe Team and the staff Costume Design Assistants to re-stock costumes after the last performance.
- Provide electronic copies of all wardrobe paperwork to the Wardrobe Manager for archival purposes.
- Maintain a clean, organized, and stocked work area.
- Ensure that any wardrobe equipment and supplies are properly maintained.
- Foster a functioning, safe, and comfortable work environment for wardrobe crew, production personnel, and actors with an eye towards professionalism.
- Carry out other duties and responsibilities that may be assigned by the Wardrobe Manager or the Costume Director.

Knowledge, Skills, and Abilities:

- Knowledge of wardrobe duties and support for Equity and/or non-Equity actors.
- Knowledge of costume care techniques and products.
- Basic knowledge of costume construction and repair skills.
- Ability to operate wardrobe equipment and tools.
- Basic knowledge of wardrobe equipment maintenance.
- 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 work in a very fast-paced environment, with a variety of personalities, while maintaining a professional demeanor.
- Must be able to stand for extended periods of time and work in dark, quiet, or enclosed environments.
- 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.

Minimum Qualifications:

- Prior wardrobe experience in a theatre setting.
- Must successfully pass a background screening.
- Work a flexible schedule that will include overtime, mornings, afternoons, and/or evenings from Tuesday through Sunday.

Preferred Qualifications:

- Associate degree in theatre or related field, or comparable experience in costume

design and/or production or related field.

- Experience with wig maintenance and wig handling during costume changes.
- A valid driver's license.
- A personal mode of transportation.
- Proficient with Microsoft Office: Word, Excel, and Outlook.

Compensation:

Compensation is \$9.50 an hour.

To Apply:

Applicants for this position should email cover letter, resume and three (3) professional references to:

Mike Floyd, Costume Director
MFloyd@actorstheatre.org

cc: Marie Tull, Human Resources Manager
MTull@actorstheatre.org

No phone calls please.

Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.