

**Actors Theatre of Louisville**  
**WARDROBE ASSISTANT (OVERHIRE)**  
**Posted October 2018**

**Position:** Wardrobe Assistant (Overhire)  
**Reports To:** Costume Director  
**Department:** Costumes  
**FLSA:** Hourly, Non-Exempt  
**Start Date:** Tuesday, February 19, 2019  
**End Date:** Sunday, April 7, 2019

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**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 to provide wardrobe support during the 2019 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; 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 2019 Humana Festival of New American Plays.

The essential functions include, but are not limited to the following:

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- Work under the staff Wardrobe Manager to understand and maintain Actors Theatre of Louisville standards for wardrobe practices and support.
- Work with the staff Wig and Makeup Supervisor to understand any wig, makeup, and hair needs for the production, and learn any additional handling and application skills that are deemed necessary for a successful run.
- Attend all rehearsals in which costumes will be worn or utilized.
- Attend weekly costume department meetings, in addition to any production meetings deemed necessary by the Wardrobe Manager and/or Costume Director.
- Prepare the Victor Jory dressing room in compliance with Equity and Actors Theatre of Louisville guidelines.
- Work with and/or create paperwork using formats established by the Wardrobe Manager and Costume Director.
- Be present to run wardrobe for all scheduled performances.
- Communicate any costume or wardrobe issues to the Wardrobe Manager or the Costume Director throughout technical rehearsals and performances.
- Work with the staff Wardrobe Technician to ensure that actors' garments are

cleaned throughout performances in compliance with Equity guidelines.

- Work with the staff Wardrobe Technician or workroom staff to facilitate any repair work in order to maintain the integrity of each costume, ensuring that all such work is accurately completed and does not alter the design, usability, or lifespan of the costume.
- Ensure that the Wardrobe Manager is aware of any necessary laundry and dry cleaning needs and repair work after the show's final performance.
- Provide electronic copies of all wardrobe paperwork to the Wardrobe Manager for archival purposes.
- Help wardrobe staff keep clean, organized, and stocked work areas.
- Ensure that any company-provided wardrobe equipment, supplies, and spaces are properly maintained and used.
- Foster a functioning, safe, and comfortable work environment for wardrobe crew, production personnel, and actors with an eye towards professionalism and respect at all times.
- 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 very 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 at all times.
- 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, potentially run, squat, crouch, and kneel.

**Minimum Qualifications:**

- Prior wardrobe experience in a theatre setting.
- Must successfully pass a background screening.

- Must be able to work a flexible schedule that will include mornings, afternoons, and evenings, with a likelihood of overtime, from Tuesdays through Sundays.

**Preferred Qualifications:**

- Associate degree in theatre or related field, or comparable experience in wardrobe, costume production, or related field.
- Experience with wig prep, application, and handling.
- A valid driver's license.
- A personal mode of transportation.
- Proficient with Microsoft Office: Word, Excel, and Outlook.

**Compensation:**

Compensation is \$12.00 an hour.

This overhire position will not receive health benefits; however, the successful candidate will have access to theatre tickets and discounted parking during their contracted dates.

**To Apply:**

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

Mike Floyd, Costume Director  
[MFloyd@actorstheatre.org](mailto:MFloyd@actorstheatre.org)

cc: Marie Tull, Human Resources Manager  
[MTull@actorstheatre.org](mailto: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.*