

Friday, February 23, 2024

Wardrobe Supervisor

Company: Ballet Tech

Location: New York, NY

Compensation: \$30/hr base rate with eligibility for overtime. Variable part-time schedule with full-time hours during performance week

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Ballet Tech seeks a Wardrobe Supervisor for its annual Kids Dance performances at the Joyce Theater. The Wardrobe Supervisor will oversee all aspects of costuming, manage a team of two wardrobe assistants, and liaise with costume designers, as necessary. This is a seasonal, temporary position beginning in April that reports to Ballet Tech's Artistic Director and works in collaboration with a full-time staff coordinator. Student performers are 6th to 8th graders. Tech rehearsals and performances are the week of May 27th.

Essential Duties & Responsibilities:

- Assist with costume fittings
- Source additional costume items and accessories, as necessary
- Ensure all costumes, shoes, and costume-related items are properly cared for and organized
- Ensure proper labeling, hanging, storage and setting of all costume pieces for performances
- Clean all garments, ensuring that laundry and/or dry cleaning are done on a regular basis between performances.
- Make minor repairs and alterations, as necessary
- Polish and re-spray shoes, as necessary
- Catalog and store all costume pieces following the conclusion of the performances
- Supervise two wardrobe assistants
- Supervise all wardrobe related activities during the period

Required skills and experience:

- A comprehensive knowledge of costume maintenance, theater practices, and costume-related disciplines including knowledge of fabric types and associated laundry care
- Proficiency in hand and machine sewing with basic knowledge of alteration techniques and costume fitting procedures
- Strong supervisory skills and the ability to delegate tasks with clarity
- Ability to structure work to meet production deadlines
- Meticulous attention to detail
- Exceptional organizational skills
- Experience working with young performers / children

To apply, send cover letter, resume to Joshua Palmer at jpalmer@ballettech.org.

Ballet Tech is an equal opportunity employer.

Ballet Tech
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For more information:
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