

# TWO RIVER THEATER

## Wardrobe Supervisor

### Job Description:

The Wardrobe Supervisor works alongside the Costume Shop Supervisor and Draper to manage the day-to-day activities of the costume shop. The Wardrobe Supervisor serves a key role in the costume shop/production department supporting both the building and running of shows, as well as working with many artists. This position reports to the Costume Shop Supervisor.

Two River Theater is dedicated to the goal of building an equitable and culturally diverse work environment and strongly encourages applications from members of underrepresented groups.

### Key Responsibilities:

- Perform all work in a manner that is consistent with Two River's core values, including our commitment to Equity, Diversity and Inclusion (ED&I), and contribute to the goal of creating a more equitable, diverse and inclusive organization by participating in various staff and organizational ED&I initiatives
- Script analysis with an eye towards costumes and quick changes
- Generating paperwork - actor scene breakdowns, piece lists, run sheets, laundry lists, and strike plan
- Assist in pulling costumes for designers and rehearsal
- Assist in sourcing/organizing of shopped pieces
- Assist in fittings - taking notes
- Working with the draper and shop manager in both building pieces and alterations
- Assist shop supervisor with receipt tracking
- Provide training to the junior staff within the costume shop and wardrobe spaces - backstage etiquette
- During tech/show - choreographing, overseeing, documenting and executing all quick changes
- Maintaining and laundering costumes for each show
- Overseeing over hire wig and run crew
- Assisting as needed putting wigs on/off
- Maintaining inventory/stocking of wardrobe room
- Attendance at all tech rehearsals, performances, strikes, etc.
- Ensure safe workplace for designers, actors, staff etc.

### Qualifications:

- Three years working in wardrobe or equivalent work experience
- Experience in a professional costume shop preferred
- Attention to detail in a fast-paced environment, with the ability to exhibit tact and grace in stressful situations
- Strong problem-solving and time management skills
- Proficient in Google Suite Apps and Microsoft Office
- Excellent writing and oral communication skills

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- Comfortable working with a wide variety of humans/personalities
- Candidates must be resourceful, flexible, organized, collaborative, positive, and professional
- Night and weekend coverage as needed
- Proof of COVID-19 Vaccination and a valid driver's license is required
- Must be able to lift 50lbs and be active for long periods of time

Compensation: Salary \$43,000 - \$47,000. Benefits package includes medical and vision insurance, flexible spending accounts, paid vacation, personal time and a 403 (b) retirement plan.

To Apply: Candidates should submit a cover letter (include where you saw this job posting), resume, and three references Lesley Sorenson, Costume Shop Supervisor at lsorenson@trtc.org. No phone calls please.

Subject line should read: Wardrobe Supervisor

## About Two River Theater

Two River Theater is a non-profit organization located in the vibrant Jersey Shore community of Red Bank NJ. Two River is committed to creating great American theater by developing and producing work by some of the country's leading artists. We are proud to be viewed as a vital cultural resource in the community. Anyone who joins our collaborative and fun team quickly becomes part of putting all of our initiatives into action day in and day out. Two River Theater is under the leadership of Artistic Director John Dias and Managing Director Michael Hurst.

## Mission

We create great American theater by developing and producing new works and world masterpieces that most richly direct our gaze to the life of the human spirit. We cultivate an audience that cherishes the intimate joy of theater, enriched when shared by a community of others.

## Vision

To be a theater whose work contributes to the canon of world theater and is a vital cultural resource for our community.

## Core Values:

Artistic Excellence: We nurture and challenge the visions of adventurous theater artists. Our commitment to the artistic process is sustained over time through an investment in people, their creative process, and our dedication to the highest artistic standards.

Education and Community Engagement: We make our theater a welcoming resource for all. We create engagement programs and partnerships that encourage all voices to come together in conversation around the stories we tell. We invest in the next generation of artists and audiences by introducing students and lifelong learners to the possibility and adventure that theater brings to our lives.



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Equity, Diversity and Inclusion: We believe that the essence of theater is democratic: it invites us to encounter, consider and perhaps adopt other points of view, if only for a brief time in a darkened theater. We aspire to build an environment in which artists, audiences, employees, and Board members from different backgrounds and experiences together form an institution that is equitable, diverse, and inclusive.

Operational Excellence: We dedicate ourselves to the highest standards in our governance, management, operational, and financial practices. We are committed to developing and retaining an experienced and accomplished staff, an engaged and informed Board of Trustees, and a working environment that attracts staff, volunteers, and artists of the highest caliber.