

PRESCOTT PARK ARTS FESTIVAL

2024 Wardrobe Supervisor for Summer Musical

Prescott Park Arts Festival, a well-established and dynamic non-profit performing arts organization, is seeking to hire a Wardrobe Supervisor for the summer mainstage musical production. This position will join the experienced, fun, award-winning, and fast-paced team responsible for organizing this popular summer Seacoast tradition that features over 70 diverse performances from June through October each year. Events include weekly concerts, food and music festivals, movie nights, the mainstage musical production, and more!

Prescott Park Arts Festival has emerged as a cultural leader in the Seacoast, and reaches nearly 150,000 people through its events, all offered for suggested donation in Portsmouth's beautiful downtown Prescott Park. The Festival's contribution to the local economy in show and visitor related spending has swelled to \$7.5 million annually.

Job Description Details

This position calls for a dedicated, hard-working individual to assist the Costume Designer in executing the costume vision for the production. This person will also work backstage during all technical rehearsals and performances to track costumes and assist actors with quick changes. The Wardrobe Supervisor will serve as an essential member of the production team and will work with all members of the production staff, while reporting directly to the Production Manager. This position requires an individual who can multitask, is extremely organized, thrives in a fast-paced environment, and is enthusiastic about their work.

Please note that we cannot offer housing for seasonal/production staff at this time.

Responsibilities include, but are not limited to:

- Working with the Costume Designer to create and execute a cohesive wardrobe vision for the show
- Maintaining all costumes, including washing, steaming, and/or pressing before actor call, and performing minor repairs as needed
- Assisting in keeping detailed documentation of expenditures and information regarding any and all costume pieces purchased, borrowed, and/or contributed
- Keeping a consistent inventory of all costumes, ensuring proper labeling, and hanging, and storage during the run of the show
- Assisting actors as needed, including overseeing and/or running quick changes when necessary, as well as keeping and maintaining a costume change list
- Is responsible for maintaining organization and cleanliness of the wardrobe trailer

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- Performing a final cleaning of all costumes and organization of all accessories before strike and storage, as well as providing proper labeling for all borrowed items so they may be returned efficiently following strike

Preferred skills and other requirements include but are not limited to:

- Ability to sew by hand and with use of a machine
- Have demonstrated success as a wardrobe supervisor or similar position for other theatrical productions
- Detail-oriented with the ability to work independently and as part of a team, including interns and other members of the backstage staff
- Willingness to perform, at times, physically demanding tasks, with the ability to lift items potentially weighing up to 50 pounds
- Must be comfortable standing and walking outside on uneven ground and other surfaces
- Must be able to endure working outside in, at times, extreme heat and/or inclement weather conditions
- Availability both during the week and on the weekends for both daytime and evening hours, including but not limited to all technical rehearsals and performances
- A sense of humor and joy for the job!

Prescott Park Arts Festival is deeply committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. We strongly encourage those with the following identities to apply: Black, local Indigenous, people of color and people with intersecting identities including LGBTQIA+, women and non-binary people, people living with disabilities and others with lived experience being part of marginalized communities.

Applications should be submitted to Casey Roland, Production Manager at Prescott Park Arts Festival, at production@prescottpark.org. Please include a cover letter and a resume, listing all previous work experience. We love learning about our applicants, so don't hesitate to show off what makes you YOU! No phone calls please.

Salary: \$2500 stipend paid in accordance with the regular PPAF payroll schedule