

PRESCOTT PARK ARTS FESTIVAL

2026 Wardrobe Supervisor

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

Prescott Park Arts Festival is a cultural leader in the Seacoast, and reaches nearly 150,000 people through its events, all offered by 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 dedicated, reliable, and detail-oriented individuals who can work in a fast-paced, team-oriented environment while performing a variety of backstage tasks. The Backstage Crew reports directly to the Stage Manager and Assistant Stage Manager and plays an integral role in ensuring smooth and efficient scene changes, backstage organization, and overall production support for the Mainstage Musical production.

The Backstage Crew will work closely with all Festival staff to ensure that all goals and deadlines for the production season are met.

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

Wardrobe Creation and Execution:

- Work with the Costume Designer to create and execute a cohesive wardrobe vision for the production.
- Maintain all costumes, including washing, steaming, pressing, and performing minor repairs as needed before actor call.
- Assist with keeping detailed documentation of expenditures and information regarding all costume pieces, whether purchased, borrowed, or contributed.

Inventory and Organization:

- Keep a consistent inventory of all costumes, ensuring proper labeling, hanging, and storage throughout the run of the show.
- Maintain the organization and cleanliness of the wardrobe trailer, ensuring all items are stored appropriately.

- Oversee and manage quick changes during performances and rehearsals, ensuring a smooth and efficient process for the actors.
- Maintain a costume change list to ensure timely costume transitions during performances.

Strike and Clean-Up:

- Perform a final cleaning and organization of all costumes and accessories before strike.
- Provide proper labeling for all borrowed items to ensure efficient returns following strike.

Additional Duties:

- Collaborate with other backstage staff and assist as necessary to ensure the seamless operation of the wardrobe department during rehearsals and performances.
- Participate in troubleshooting any wardrobe-related issues as they arise during the production process.

Preferred Skills and Other Requirements include, but are not limited to:

- Ability to sew both by hand and with a machine.
- Proven experience as a Wardrobe Supervisor or in a similar position for theatrical productions.
- Detail-oriented with the ability to work independently and collaboratively, including with interns and backstage staff.
- Willingness to perform physically demanding tasks, including the ability to lift up to 50 pounds.
- Comfort standing and walking on uneven surfaces, including working outside in various weather conditions (e.g., extreme heat or inclement weather).
- Flexibility to work both weekdays and weekends, including daytime and evening hours during 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 Ro Gavin, Theatre Theatre Production Manager at Prescott Park Arts Festival, at theatricalpa@prescottpark.org, and should include a resume listing all previous work experience and a cover letter. We love learning about our applicants, so don't hesitate to show off what makes you YOU! No phone calls please.

Salary: \$2900 stipend commensurate with experience from signing through closing night (on or about August 9th).