



Wardrobe Supervisor

Theatre Aspen, an award-winning professional theatre in the heart of the Colorado mountains, currently presents three mainstage productions each summer season, featuring directors, creative teams and actors from the Broadway community, a professional apprentice program, and a robust year-round education program, is seeking a Wardrobe Supervisor for the 2023 summer season.

Theatre Aspen seeks a Wardrobe Supervisor who will lead the wardrobe department for the 2023 summer season. Working with the costume shop manager, designers and production management, the Wardrobe Supervisor will successfully organize and operate the run of two musical productions.

Duties of the Wardrobe Supervisor, but not limited to:

- Assist in maintaining the Hurst Theatre and the season's productions by overseeing the wardrobe department, including acting as a mentor to Theatre Aspen Wardrobe Apprentices.
- Assist Costume Shop Manager in organization of all costume pieces and any alterations that need to be made during the fitting process.
- Coordinate all load-in and load-out of wardrobe department from rehearsal spaces and the Hurst Theatre site.
- Oversees all aspects of the Wardrobe department budget in conjunction with the Costume Shop Manager and Production Manager.
- Overseeing, organizes, and maintains all areas of the wardrobe department. i.e. wardrobe personnel, costumes, make-up, wigs, dressing rooms, and ensuring all elements are in compliance with AEA rules.
- In-charge of organizing inventory; restocking and ordering of all wardrobe supplies.
- Attend and participate in pre-production conferences, season production meetings, tech production meetings, as requested.
- Attend rehearsals, as required, to complete work and prepare/supply wardrobe needs at said rehearsals in coordination with designers, production, and stage management.
- Creation of a costume prep list and a laundry schedule prior the show(s) opening dates.
- Design/choreograph all costume tracks backstage for performances in conjunction with Costume Designer, Sound Designers, Stage Management, etc.
- Coordinate preparation, organization and maintenance of dressing rooms and quick-change spaces.
- Coordinate all laundry (under garments daily, other pieces weekly, dry cleaning monthly) adhering to the rules and standards of Actors' Equity.
- Coordinate and perform all mending/stitching, or any repairs needed throughout the season. Coordinate over-hire as needed.
- Ensure all costume pieces must be clean, ironed/steamed, and ready for the actors no later than 60 minutes prior to each performance. All sound/microphone support that requires wardrobe coordination and assistance must be ready one hour prior to performance time, or in time for all sound check calls (whichever is earlier).
- Coordinate all wardrobe changeovers.
- Candidates must be exceptionally professional and feel comfortable working with very established directors, creatives and actors.



- Serves as a member of the change-over crew and participate in all change-overs and lend support to all other departments during change over.
- Supervise and strike all costumes, dressing rooms, and inventory at the end of the season and organize/assist in the storage of all costume and wigs. Assist, strike, and return any rented items.

Dates: June 1 – September 1, 2023

Pay: Competitive Salary plus travel and private housing.

To apply please send resume and cover letter to resumes@theatreaspen.org with the subject line "Wardrobe Supervisor."

Theatre Aspen is an equal opportunity employer and understands that the work to create equitable theatre on and offstage is never done and we pledge to continually pursue equity, diversity, inclusion, and accessibility in our hiring, casting, education, and performance practices.