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TITLE: WARDROBE SUPERVISOR

Department: Tour	Staffing Classification: Seasonal
Reports To: Production Stage Manager	FLSA Status: Exempt
Date Approved: Feb 15, 2024	Pay: $650-750/wk

JOB SUMMARY:

Responsible for the general upkeep of all tour costumes and coordination of tour costumes during performances.

ESSENTIAL FUNCTIONS:

(Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

- Assist Costume Designer as needed with fittings and alterations.
- Plan for the safe and efficient storage and transport of costumes while on tour.
- Ensure that all laundry and costume maintenance supplies are stocked for tour including detergent, thread, spare fabric, undergarments, etc. Report any purchasing needs to Production Stage Manager.
- Plan safe and efficient dressing areas. Ensure that dressing rooms and wardrobe areas are kept clean and tidy at all times.
- Be backstage one hour before each performance and during performances.
- Advise troupers on proper care of costumes.
- Launder, dry and iron all costumes on a daily basis or as needed.
- Inventory costumes and label or otherwise ensure easy identification of costume pieces and accessories.
- Repair costumes, as needed, during and after performances.
- Report any extraordinary wear of costumes to Production Stage Manager and Costume Designer.
- Plan and execute efficient quick changes during performance.
- Build and alter costumes, as needed, on tour.
- Maintain integrity of Costume Designer's intent.
- Launder and prepare costumes for sale to troupers after final performance.
- Responsible for ordering shoes and undergarments.
- Inventory and place costumes in storage after troupers depart.
- Clean and organize costume trailers at Smirkus Headquarters.
- Drive company vehicle.
- Assist in the set-up and tear down of back lot at the discretion of the Tour General Manager, and Operations Director. Duties may include but not limited to: Setting and leveling bunkhouses, running hoses and electrical cords, setting up dishwashing station, setting up picnic tables and dining tent.

WORKING CONDITIONS:

(Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

- Internal: Work is normally conducted in an office environment.
- External: Work requires travel throughout Vermont and surrounding states in preparation for and while on summer tour.

PHYSICAL DEMANDS:
(The physical effort generally associated with this position.)
Work involves standing, walking, bending, kneeling, reaching, stooping, and other physical activities consistent with setting up heavy equipment. Work may include lifting, carrying, or moving objects and equipment weighing over 50 pounds.

SUPERVISION:
Supervision is received from the Production Stage Manager. Additional supervision during the creation period is received from the Costume Designer.

PERIOD OF EMPLOYMENT:
This is an approx. three month seasonal position from June 16-August 19, 2024.

To be considered for this position, please contact **jobs@smirkus.org**.
Interested parties please include:

- In the subject line, put "TOUR" in all caps and the job title that you are applying for
- Cover letter
- Resumé

CIRCUS SMIRKUS – A PROMISE OF INCLUSION
Circus Smirkus celebrates all types of peoples, cultures, and skills to showcase the multifaceted triumph of human abilities, particularly among our youth population. Joining Circus Smirkus – as a participant, an employee, a volunteer, or an audience member – means you belong. And to all who join, Smirkus asks for you to embrace our values and to help us create joy and magic for everyone who encounters a Smirkus program. We commit to providing everyone equal opportunity to shine— both in and out of the ring.

http://www.smirkus.org