WARDROBE SUPERVISOR

POSITION SUMMARY

Salary: $750 - $770/weekly with benefits
Location: Hartford, CT (in person)
Supervisory role: Yes (occasional supervision of temporary/overhire positions)
Department: Production
Reports to: Costume Shop Director
Status: Full time, seasonal, non-exempt (40 hours per week)
Benefits: Yes

Who we are

Over the last year, we closed our theater doors to in-person performances, just like many others across the globe. We paused and used the time to listen, deliberate, and reflect. We looked at ourselves, and we looked at our home city—one that is mixed across differences such as race, language, sexual orientation, gender identity, and more. At our core, we became consciously aware that we do not reflect the breadth and beauty of diversity the way we could and should.

As we open our doors once again, we at Hartford Stage are seizing the moment now and taking intentional, deliberate actions to truly become Hartford’s stage.

Who we’re looking for

Maybe you’ve worked in engineering, teaching, hospitality, carpentry, or IT. Maybe you were a bartender, a ride-share driver, a nurse, or an HR manager. Maybe you’ve been looking for a different place with new scenes and fresh lighting for a while, or maybe theater has been your life for a long time, and you can’t wait to get back. This role could be that opportunity.

The position we’re filling

As the Wardrobe Supervisor you will bring all your problem solving and detail oriented mindset in executing the dressing of actors for all performances. You are a multi-talented supervisor who can think quickly on their feet in a fast paced environment as you prepare and dress the actors for the stage. Your organizational skills and attention to detail will be tested nightly as you insure the actors wear the costume pieces as designed and determined by the designer. You work in conjunction with and oversee other crew to succeed.

What you’ll be doing

- Maintaining the look and execution of the costume pieces on the actors in the manner determined by the costume designer
- Maintaining and cleaning all costumes during the run of the show
- Organizing all costume list, plots, charts, etc. before first dress rehearsal in collaboration with the costume shop director
- Creating wardrobe run sheets as well as costume check-in paperwork
- Setting up costumes in actors’ dressing rooms and preparing for first dress rehearsal
- Assisting actors in their dressing rooms at “half hour” before a performance
- Running all productions, executing any quick changes as required.
• Repairing small costume issues that occur during the run of a show as well as routinely checking for maintenance problems.
• Inventory and coordinate with Costume Shop management the purchasing of necessary supplies to maintain and run the show.

What you bring

Excellence in:

• Working collaboratively and inclusively, mindful that we each bring our own unique styles, thinking, cultures, and talents to the team
• Skills in basic stitching, jewelry repair and costume crafts
• Diplomacy and discretion
• Time management and commitment to follow-through
• Applying diversity, equity, inclusion, accessibility, and anti-racist practices, as well as their direct impacts on department activities

Requirements:

• 2 years’ experience working in wardrobe in a professional theatre, or equivalent experience
• Ability to navigate multiple levels of stairs
• Ability to lift 50 pounds due to the nature of this role

Bonus points:
• Multilingual

What we bring

• A dynamic downtown location in a creative state capital with quick access to the coast, mountains, and many restaurants, shops, markets, breweries, and activities of all kinds
• An invitation to contribute to a team of talented and collaborative individuals committed to a Tony award-winning legacy
• A fun, engaging, inclusive, and equitable workplace committed to a transformative, experiential theater
• A once-in-a-career opportunity to make an impact in the field and in the Hartford community

A place where everyone belongs

Since the shutdown—under new artistic and executive leadership—our team has been actively engaged in reducing bias in all we do, and in the way we think about and practice equity, diversity, and inclusion—from drafting job postings to the performances we bring to our stage. It all begins with a workplace where every voice is heard, where every person is seen—a place where everyone belongs.

We look forward to welcoming you into the conversation. All are encouraged to apply.

Please email your letter of interest and most current resume to HR@hartfordstage.org.