WARDROBE AND WIG SUPERVISOR
POSITION SUMMARY

Salary: $790-820/weekly with benefits
Location: Hartford, CT (in person)
Supervisory role: Yes (occasional supervision of temporary/over hire positions)
Department: Production
Reports to: Costume Shop Director
Status: Full time, seasonal, non-exempt (40 hours per week); evening and weekend work required
Benefits: Yes

Who we are

The pandemic shutdown gave us a chance to pause. We 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, culture, 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 re-opened our doors, we at Hartford Stage seized the moment to take 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 and Wig 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 costumes and wigs and dress the actors for the stage. Your organizational skills and attention to detail will be tested nightly as you ensure 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

- Attending preparation meetings, designer runs before the tech rehearsals
- Preparing costumes and wigs in actors’ dressing rooms and preparing for first dress rehearsal
- Generating and maintaining accurate records of wardrobe and wig tracks, running sheets, and utilized laundry/ dry-cleaning schedule
- Assisting actors with wig and facial hair application, styling, and makeup
- Running all productions, assisting actors with wardrobe and executing any quick changes and wig changes as required.
- Maintaining all wig and facial hair styles through tech and performances.
- Maintaining and laundering costumes during the run of a show, as well as routinely checking for wardrobe problems
• Maintaining, assisting in repairs, and cleaning all costumes and wigs during the run of the show
• Following hypo allergenic laundry standards and all safety protocols as instructed
• Monitoring and supervising over hire wig and wardrobe staff as directed by the costume director and assistant director to accomplish goals of the show
• Modeling best safety practices regarding handling and using equipment and materials in the workspace

**Essential knowledge and Qualifications:**

• Demonstrated experience as wardrobe and/or wig technician or combination of experiences
• Skill in basic machine and hand sewing techniques/ advanced alteration experience preferred
• Skills in basic stitching, jewelry repair and costume crafts
• Skill in basic wig and hair styling and roller sets
• Skill in wig, facial hair, and makeup application as well as product knowledge
• Knowledge base of theatrical terminology preferred
• Skills working in Microsoft Office

**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
• 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
• Strong commitment to safety and ergonomics in the workspace
• Ability to navigate multiple levels of stairs
• Ability to lift and carry costumes up to 30 pounds throughout assigned shift, due to the nature of this role

Bonus points:

• Multilingual
• Wig ventilation knowledge/experience

**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 our re-opening, post the pandemic shutdown, Hartford Stage 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