

## **Northlight Theatre Production Department**

### Job Description

2026-2027 Season

**Job Title:** Wardrobe

**Category:** Temporary - Hourly, Non-Exempt

**Overall Description:** Working under the supervision of the Production Manager, Costume Supervisor, and Stage Manager, Wardrobe is responsible for running all costume shifts, quick changes, and handoffs during each performance. This person is responsible for doing all show laundry at the facility, and maintains all wardrobe pieces throughout the run, in coordination with the Costume Supervisor.

### **Responsibilities include but are not limited to:**

- Attend all technical rehearsals, dress rehearsals, and technical note sessions, communicate concerns and solutions, and execute all resulting notes in a timely fashion.
- Assist the Costume Supervisor in preparing all wardrobe areas and dressing rooms, as well as help with fittings and notes when hours allow for it.
- Create and maintain any and all paperwork necessary to running Costumes for the production, including but not limited to run sheets, laundry schedules, and piece lists.
- Run the wardrobe track through tech, previews and all performances as well as rehearsals during the run within the weekly allowance of hours. Wardrobe may be asked to assist in deck cues that are not wardrobe-related.
- Wear appropriate black clothing or costume as determined on a per show basis while running each performance.
- Do all show laundry as needed at the facility and track dry cleaning, as required by the costume plot.
- Assist in maintaining wigs as determined by the Costume Supervisor.
- Assist with the strike of each show, which may include the restoration of rented costumes, restocking inventory, washing and storing dressing room linens, etc.
- Support all other Northlight activities such as Reading Series, One Night Events, educational programming, publicity or press appearances, fundraising events, etc. if so requested and mutually agreed.
- Follow Northlight safety practices, and maintain all wardrobe work areas in a safe and organized state. Use all equipment safely.
- Perform any additional duties as assigned by the Costume Supervisor or Production Manager.
- Work within time and budgetary parameters as provided by the Production Manager.
- To adhere to all policies and safety protocols as listed in the Employee and Guest Artist Handbooks at all times, and to provide updated information to the Production Manager as needed to keep Handbooks up to date.

### **Qualifications:**

- Must be able to act as dresser to all actors, assist with quick changes backstage and perform basic run duties. Must be able to perform wardrobe maintenance, and maintain accurate run paperwork. Sense of initiative is a plus. Good sewing and organizational skills required. Wig maintenance experience is a plus.