

## **Northlight Theatre Production Department**

### Job Description

**Job Title:** Wardrobe for "*Georgiana & Kitty: Christmas at Pemberley*"

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

**Overall Description:** This position works under the supervision of the Production Manager, Costume Supervisor, and Stage Manager, and in conjunction with the current Wardrobe person. Wardrobe is responsible for running all costume shifts, quick changes, and handoffs during each performance. They are responsible for doing all show laundry at the facility, and maintain all wardrobe pieces throughout the run, in coordination with the Costume Supervisor. Compensation is hourly at \$17.25 per hour, and is overtime eligible. The date range of employment is 11/15/22 - 12/24/22.

A full job description is available on our website at [www.northlight.org/opportunities](http://www.northlight.org/opportunities).

Northlight Theatre aspires to promote change of perspective and encourage compassion by exploring the depth of our humanity across a bold spectrum of theatrical experiences, reflecting our community to the world and the world to our community. A professional LORT D theatre located in Skokie, Illinois, programming includes a 5-play mainstage season, the Interplay new play development series, and a dynamic year-round audience engagement and education program. For more information about the theatre: [www.northlight.org](http://www.northlight.org).

### **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 and striking 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, scene-by-scene breakdowns, 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.
- Adhere to Northlight policies as listed in Employee Handbook and Director/Designer Handbook.

### **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. Good sewing and organizational skills required.

**How to Apply:** As an equal opportunity employer, Northlight Theatre hires outstanding individuals into every position in the company. People who work with us have a high degree of engagement, a commitment to working effectively in teams, and a passion for the company's mission. We place the highest value on creating a safe environment where our employees can grow and contribute, and refuse to discriminate on the basis of race, color, religious belief, sex, age, disability, national origin, alienage or citizenship status, marital status, partnership status, caregiver status, sexual and reproductive health decisions, gender identity or expression, or sexual orientation. Reflecting our commitment to be an inclusive and accessible employer, we welcome applications for all open positions from a diverse applicant pool that reflects our community and programming.

Qualified candidates should send a cover letter and resume with relevant experience and three listed references via email to [humanresources@northlight.org](mailto:humanresources@northlight.org). No phone calls please.