



Costume Supervisor Position Description

TITLE: Costume Supervisor
REPORTS TO: Production Manager
DEPARTMENT: Production

SALARY: \$45,000 minimum
FLSA: Full-Time Exempt
START DATE: 4/1/2022
POSTED: 1/10/2022

POSITION DESCRIPTION:

The Costume Supervisor is responsible for the full cycle of costume related production needs for all Woolly Mammoth productions. The Costume Supervisor is integral in all production processes including design, budgeting, construction, tech and dress rehearsals, strike, and costume shop and wardrobe maintenance. The Costume Supervisor reports to the Production Manager and works collaboratively with costume designers and the Woolly Mammoth Production Staff. The Costume Supervisor ensures their responsibilities are performed within the allotted time, budget, and scope, and in alignment with and service to Woolly's artistic mission, values, and commitment to Equity, Diversity, Inclusion, and Access.

DUTIES & RESPONSIBILITIES:

Collaboration and Communication on Projects

- Collaborate with the design team and other production departments to realize the artistic concepts of productions and establish methods for the design and execution of the costumes and/or other related elements of productions (ie hair, make-up, etc.)
- Prepare and organize the show information pertaining to costumes for specific productions so that the costumes can be purchased, built, organized, laundered, worn on stage, and struck in a timely, safe, and resource efficient manner
- Coordinate costume build and purchasing with the Costume Designer. Support the Designer with shopping (in person and online), returns, and alterations. Facilitate Designer reimbursement and support receipt reconciliation with paperwork and organization. Guide Designer through budget approval process, facilitate budget updates, and support meeting design deadlines for each production
- Work with the Costume Designer and Stage Manager to coordinate fittings during the rehearsal process
- Hire and manage wardrobe crews for each production of the season
- Maintain a proactive dialogue with the designers, directors, and stage managers to ensure that changes to the design are communicated to the appropriate members of the production team. Maintain positive and collaborative attitude including when faced with challenges
- Prepare all costumes for the stage including organizing and labeling. Set up dressing room spaces to ensure actor comfort. Strike costumes after the final performance for each production and coordinate the cleaning and return of all rented costume pieces
- Hire and supervise any costume over-hire for building costumes and supplemental run crew for productions including dressers and hair and makeup run crew and consultants
- Maintain a clean and organized Costume Shop with current inventory of equipment, tools, notions, costumes, and accessories. Generally, maintain a clean, organized work environment throughout the dressing rooms, backstage area, costume shop and greenroom areas
- Attend weekly Production Staff meetings, and attend Production Meetings, including production meetings after technical rehearsals

Budget and Resource Management

- Prepare a thorough cost out of each production with flexibility, contingency, and creativity to maximize resources in an efficient manner, with suggestions and plans to adhere to the allocated budget and resources predetermined by the Production Manager
- Maintain up-to-date tracking of all purchases and budget lines, including individual show budgets and properties supplies
- Maintain an up-to-date inventory of resources, tools, and supplies, with special awareness and focus on upkeep and maintenance according to equipment guidelines
- Thoughtfully and properly dispose of costumes and accessories that do not align with the inventory to maximize efficient storage
- Manage the costume portion of the Production Department calendar, assist with additional administrative responsibilities within the department including meeting notes, budget tracking, storage organization, ordering supplies, contract drafting, etc.
- In coordination with the Production Manager, adhere to safety, fire, and ADA guidelines in public spaces and hallways and communal workspaces, prioritizing accessibility and fire code

Facility Maintenance

- Prioritize maintaining the facility and using the technical production skill set in service of the well-being of the facility, in collaboration with the Production Manager
- Maintain costume, wardrobe, and backstage facility spaces and equipment according to city and state regulations, ensuring code compliance, in coordination with the Production Manager;
- Actively monitor and consider fire safety and maintenance in all aspects of the facility and work.
- All other duties as assigned.

Company-Wide Responsibilities:

- Commit to Woolly's policy of anti-racism and radical inclusivity. This includes participating in anti-bias/anti-harassment training, familiarizing yourself with the policies in the employee handbook, using Woolly's Liberation Library as an educational resource, engaging in EDI work at Woolly, and furthering your own independent journey with anti-racism.
- Cross-departmental collaboration, including participating in at least one Woolly working group, committee, and/or taskforce outside of your own department.
- Mentor and support the Miranda Family Foundation Fellows and introduce them to your job responsibilities.
- Advocate for policies both internally and externally that further advance Woolly's stated values on an organizational, local, and national scale.
- Contribute in meaningful ways to the culture. See "Our Culture at Woolly" section below for more information.
- Act as an ambassador for Woolly Mammoth in the local community and beyond.

SUPERVISORY RESPONSIBILITIES:

- Responsible for providing employees timely, candid, and constructive performance feedback; developing employees to their fullest potential and providing challenging opportunities that enhance employee career growth; developing the appropriate talent pool to ensure adequate bench strength and succession planning; recognizing and rewarding employees for accomplishments. Additionally, this position will:
 - Select, train, and develop an effective and efficient staff including:
 - Interviewing applicants and select new staff and over-hire employees
 - Supervising the department orientation and training of new employees
 - Recommending salary increases, promotions, transfers, disciplinary actions, and dismissals in conformance with company policy and procedures; and
 - Conducting annual performance reviews.

- Have substantial knowledge of leadership, teamwork, and management principles in line with the values of the organization.
- **Direct Reports:** Costume Supervisor supervises production costume and wardrobe crew

QUALIFICATIONS:

Experience:

- Minimum of five years of experience in costumes or theatrical production, including leadership of a team.

Essential Knowledge, Skills, and Abilities:

- Substantial knowledge of leadership, teamwork, and management principles in line with the values of the organization
- A broad skill base and knowledge in costumes including creation and modification of garments, advanced sewing skills (machine and hand) including but not limited to draping, darning, mending, and stitching, laundry and garment care, fittings, hair and wig care
- Skill in preparing budgets and labor estimates to keep projects within an allotted time frame, budget, and scope
- Ability to manage time and take independent responsibility for schedule
- Proficiency in Photoshop and Microsoft Office
- Ability to read and interpret designer drawings, plots, designs, renderings
- Working knowledge of historical wardrobe and fabrics.
- Knowledge and experience in hair and make-up for actors of all types
- Able to move or lift 50 pounds with assistance

Other Skills or Qualities:

- Active engagement and leadership development in your individual position is integral to the overall health of our organization. This will be reviewed and defined with your supervisor to set individual goals. Woolly encourages employees to take personal responsibility and pride in their work
- See the larger picture and pull out the relevant details to diagnose problems. Think creatively about how to solve problems including new ways of working together. Woolly values innovative thinking, big ideas, and bigger passion
- Collaborate with and adapt to a wide variety of people and personalities, working styles, and artistic visions
- Willingness and ability to make decisions in a fast-paced environment as and when needed, in line with the priorities of the organization
- Excellent written and verbal communication skills

WORKING CONDITIONS:

- Standard costume shop / backstage theater environment
- Extending viewing of computer screens
- Active physical job responsibilities (e.g., laundry, wig maintenance)
- Typical work week is five 8-hour workdays
- Evening and weekend work required, scheduled in advance
- Some travel required
- Woolly Mammoth Theatre Company is located in Washington, D.C.'s Penn Quarter neighborhood. It is air-conditioned, located in a wheelchair accessible building, and in close proximity to public transportation.

COMPENSATION:

- **Starting Salary:** minimum \$45,000

Woolly Mammoth Theatre Company recognizes that conversations about salary can be difficult. We strive to provide pay that meets the market by leveling with industry peers to determine a minimum for each position. Additional compensation above that minimum is determined by experience and skill set. Woolly will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.

OUR CULTURE AT WOOLLY:

At Woolly, our culture is driven by our stated core values of radical inclusivity, creative risk-taking, relentless inquiry & experimentation, world-class excellence, and innovation. We expect both personal and collective

accountability in how these values are applied to the work of each employee of WMTC. We acknowledge that Woolly Mammoth has upheld and benefited from systems of oppression in our country, and we aim to do better; using the principles of anti-racism to guide our actions and decision-making. How we do things is as important as what we do, and we expect our core values and anti-racist practices to influence the way we work together as a team. We strive to center openness, integrity, and care in our policies, processes, and how we interact with one another. We embrace a culture of transparency, accountability, and mutual respect as the foundation of all our collaborations, both inter-departmentally and externally. We take seriously our role as a civic leader and strive to address local and national challenges using our knowledge, skills, commitment, and resources. As part of this work, all employees are expected to develop meaningful internal and external relationships that are mutually beneficial and impact aware. We believe that everyone in the Woolly community is worth engaging in conversations about the art we make and how that art intersects with the world. We lean into the unconventional, especially if a nontraditional and inventive approach will help us reach new understandings of our art form, our industry, and our world.