



JOB POSTING WARDROBE CREW

Position:	Wardrobe Crew	Status:	Hourly, Non-Exempt
Department:	Costumes	Full/Part Time:	Full Time
Reports To:	Wardrobe Supervisor	Annual/Seasonal:	Seasonal
Start Date:	August 19, 2024	Compensation:	\$16.00/hour
Application:	Click Here to Apply	Deadline to Apply:	May 6, 2024 for best consideration

ABOUT MILWAUKEE REP

[Milwaukee Rep](#) is the largest performing arts organization in Wisconsin in terms of audiences served and one of the largest professional theaters in the country. Each year we welcome nearly 300,000 people at 700 performances of 12 productions across 3 unique stages ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive, and impactful. Come join us at Milwaukee Rep where we value inclusion, innovation, and quality and where you will have an impact in helping us to fulfill our mission to ignite positive change in the community. It is important that our hiring practices reflect our ongoing commitment to diversity and anti-racism and we strongly encourage applications from members of underrepresented groups. We are further committed to considering applicants who are well-rounded but do not fulfill every qualification.

POSITION SUMMARY

The Wardrobe Crew is responsible for the care and maintenance of finished costumes as used in the production. The Wardrobe Crew members provide hands on assistance with costumes to actors in the dressing rooms and backstage before, during, and after the performance.

Major Duties and Responsibilities Include:

- Inspect and prep costumes prior to each performance
- Perform pre-show setup and post-show clean up
- Assist with Load-In, Strike, and dressing as assigned
- Assist actors with dressing and quick changes
- Assist actors with wigs, hair, and makeup as needed
- Work with the Wardrobe Supervisor to maintain show paperwork, dressing cards, lists, and costume check items
- Participate in maintenance of show costumes in adherence to Actor's Equity Association rules and general sanitary practices, including laundry and repair
- Participate in daily wig maintenance
- Actively participate in creating a clean, safe, and healthy work environment
- Other duties as assigned

SCHEDULE

This is a full-time, non-exempt, seasonal position that typically runs July to May with exact dates depending on season calendar. For the 2024/25 season, the planned dates of employment are August 19th, 2024 to June 1st, 2025. The bulk of the work hours will happen during evenings and weekends, with some daytime work during technical rehearsals and mid-week matinees.



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REQUIREMENTS OF THE POSITION

Technical Knowledge and Experience:

- Experience with costume/clothing maintenance including laundry and mending
- Experience on a wardrobe crew preferred
- Experience working with actors and keeping a customer service mindset
- Detail oriented when tracking costumes and accessories
- Ability to use tact and discretion in vulnerable environments

Milwaukee Rep Values Employees Who:

- Communicate well with a diverse group of colleagues
- Demonstrate an aptitude and eagerness to learn new skills and processes when necessary
- Solve problems and engage in creative thinking about challenges individually and in a group environment
- Are able to accept and incorporate feedback
- Have excellent interpersonal, teamwork, and diplomacy skills and ability to be self-directed and take initiative
- Demonstrates an understanding of historical and institutional racism in the American theatre and/or a willingness to commit to learning and to the mission, vision, and values of the theater in areas of [Equity, Diversity, and Inclusion](#) efforts both in the workplace and in our community

Physical Conditions:

The physical conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Specific vision abilities required by the job include close vision and the ability to discern color and fine detail
- Able to lift 20 lbs. unassisted
- Must be able to climb stairs

BENEFITS OFFERED

Employee Benefits

Health & Dental Insurance – Employee contribution to premium
Health Savings Account & Health Reimbursement Account
Flexible Spending Account
403(b) Retirement Plan

Paid Time Off Package including Paid Time Off, Sick Leave, Holidays, Parental Leave, Medical Leave

TO APPLY

Required Materials: Online Application, Resume, **and** Cover Letter detailing why you are the best candidate for the position

Deadline: Review of applications will begin May 6th, 2024. Applications will be accepted on a rolling basis thereafter until the position is filled.

All applications must be submitted through the online portal. Any candidate who requires accommodations to submit an online application should contact imerwin@milwaukeeep.com

[Submit Application Materials Online](#)

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status. Additionally, any physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.