

Part-Time Wardrobe Technician

The Kalamazoo Civic Theatre seeks a skilled independent worker to assume the responsibilities of this part-time seasonal position (September – May). Duties include cleaning, care and maintenance of costumes, costumes props, wigs and jewelry for shows in production, assistance with maintenance and cleanliness of storage areas, and assistance in the preparation and return of rental items. The ideal candidate will have good sewing, repair, laundry and organizational skills, as well as able to lift up to 40lbs, work from a ladder, or from a kneeling position. This position is needed between 30 and 80 hours a month during daytime hours depending on when shows are in production, although hours and times are somewhat flexible. Position is open until filled. To apply visit www/kazoocivic.com/employment to view full job description and fill out application, and return it attn.: Kristen Chesak, Executive Director, Kalamazoo Civic Theatre Attn: "Wardrobe Technician Application" 329 South Park Street, Kalamazoo, MI 49007, or by email to lmcleod@kazoocivic.com. Please use Wardrobe Technician Application in the message header. EOE.

THE KALAMAZOO CIVIC THEATRE

Job Description

Date: 28 July 2015

Job Title: Wardrobe Technician

Department: Production/Costumes

Reports to: Costume Shop Manager

Definition:

Under the supervision of the Costume Shop Manager, performs a variety of duties involving the maintenance of costumes for current productions as well as assisting with costume rentals, costume storage, and the overall organization of costumes used by The Civic Theatre.

Scope of Responsibilities:

1. Perform maintenance for current productions including repairs, laundering and ironing on a scheduled agreed to with the Costume Shop Manager. May train and develop a volunteer workforce to assist with these duties. May be asked to assist in instructing actors in the use and care of their costumes.
2. Assists with the organization and maintenance of dressing room spaces during tech week and the run of the show.
3. Performs strike duties on productions including the restocking of cleaned costumes and accessories.
4. Assists with rental and loaned costume transactions: complete inventory sheets, maintain records, explain rental policies, restock items, and collect rental checks.
5. Performs other duties as assigned by the Costume Shop Manager.

Minimum Qualifications:

1. High School Diploma or G.E.D.
2. Knowledge and experience in basic ironing, laundry and fabric cleaning techniques and supplies including the ability to determine appropriate cleaning method.
3. Basic knowledge and skills in costume construction
4. Previous theatre experience.
5. Excellent interpersonal and communication skills.
6. Excellent organizational skills.
7. Ability to lift up to 40 lbs.
8. Ability to navigate stairs, climb ladders and work from a ladder.
9. Ability to work standing for long periods of time.
10. Ability to safely and effectively work with all ages including minors .

Desirable Qualifications:

1. Basic knowledge of costume and fashion history
2. Familiarity with costume and fashion history
3. Previous costuming experience preferred.
4. Experience with computer programs – outlook, word and excel.
5. Previous experience as a Wardrobe Technician.