JOB DESCRIPTION & POSTING

POSITION TITLE: Wardrobe Supervisor
SUPERVISOR'S TITLE: Costume Director
START DATE: 17 May 2027
END DATE: 14 July 2027

CREATED: 04 February 2023
UPDATED: 17 November 2026
COMPENSATION: DOE
+ Housing for Out of Town
+ Travel for Out of Town

MISSION STATEMENT

Elevating lives through ennobling artistic experiences.

VALUES

- We are committed to performing outstanding artistic productions, with the aim of delivering the highest level of enjoyment to our patrons.
- We honor and are dedicated to presenting a variety of musical and dramatic expression recognized for their distinction and quality.
- We champion children.
- We honor the past, cherish the present, and strive to influence the future.
- We respect and encourage the unique, innate, creative nature of everyone.
- We encourage community involvement.
- We are committed to service.
- We cultivate collaboration and cooperation.
- We adhere to professional ethical standards.
- We strive to deserve support and trust.

EQUITY, DIVERSITY, AND INCLUSION STATEMENT

- Utah Festival Opera and Musical Theatre is a community of artists and collaborators built on respect, diversity, acceptance, and creativity. We embrace the value of each and every individual and the unique perspectives of all. We open doors, build bridges, and make work that is accessible and inclusive. The opportunity and access to the gift that is live theatre is something that benefits all in our community and we strive to remove barriers to that gift.
- As we grow, we continue to educate ourselves and expand our practices and plans to ensure that we equitably represent and further diversity and inclusion on our stages, our facilities, and in our community – regardless of race, ethnicity, sexual orientation, gender, age, ability, religion, or social status. We foster an environment where our differences and shared experiences are explored with generosity, openness, and exploration.

GOALS

Utah Festival Opera and Musical Theater is committed to maintaining an inclusive environment on and off stage. Our goal being to create conversations that contribute to a more engaged, informed, and connected community. Recognizing that growth is an ongoing process, we continue to review our policies and practices in order to ensure an inclusive, anti-racist environment for our artists, staff members, and audiences. We hold ourselves accountable to listen, learn, and grow as an organization and as individuals.

POSITION PURPOSE

To assist in the planning, execution, running, and strike for all UFOMT productions and to manage the day-to-day operations of the wardrobe team, running shows, and maintaining the artistic integrity and vision of the designers and directors for all UFOMT productions.

POSITION FUNCTIONS AND RESPONSIBILITIES

PRIMARY RESPONSIBILITIES

- Create and maintain dressing room/backstage wardrobe supplies and load in, run, and strike shows.
- Maintain costumes during the performance period including, but not limited to: making repairs, doing laundry, shoe polishing, and managing dry cleaning.
- Read scripts, create costume breakdowns/costume change plots, and attend rehearsals as assigned.
- Assist performers in dressing into costumes and facilitate quick changes.
- Review costumes prior to and following each dress rehearsal and performance.
- Oversee load-in, changeover, and strike of costumes for each production.
- Maintain assigned dressing rooms, notifying Maintenance of cleaning needs.
- Maintain a calm, professional demeanor for performers in your care.
- Restock costumes at the end of the production after strike in a timely manner.
- Maintain the integrity of the Costume Design through his/her interpretation of the sketch and prepare alterations from the fittings for Stitchers.
- Assist in pulling costumes from stock as needed and sit with the designer at previews as needed.
- Maintain your personal work area, including sewing machinery, cutting table, laundry facilities, and bulletin boards as necessary to keep work moving effectively and to promote a professional environment.
- Attend meetings and consult with other team members, co-workers, and Costume Director concerning problems and their possible solutions as scheduled.
- Maintain inventory of sewing supplies and fabrics and communicate needs in a timely manner.
- Talk with visitors and tour groups as needed.
- Manage your time in an effective manner.
- Perform other duties such as restocking, rentals and maintenance.
- Perform such tasks, services, duties, and responsibilities in accordance with IRT policies, rules, regulations, and instructions now in force or which may be adopted from time to time during Employee's employment at the IRT.

OTHER FUNCTIONS

- Other duties as determined by Costume Director and Production Manager.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- Experience working in wardrobe crews on productions
- Experience working with costume machinery

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Ability to interpret costume plots and decipher needs of production
- Ability to work in a team and maintain a positive attitude.
- Ability to collaborate with fellow staff and freelance artists.
- Ability to work nights and weekends.
- Must possess a valid vehicle operator's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those an individual must meet in order to successfully perform the essential functions of this job. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- This position frequently communicates with groups of people in open areas.
- This position consistently works in darkened environments.
- This position constantly positions self to assist with costume changes that include, stooping, kneeling, or crouching.

- This position assists in observing and judging garment finish from the theatre seats.
- This position frequently operates costume machinery.
- This position frequently ascends/descends stairs.
- Occasionally will work outside to load or unload costume elements to/from vehicles.
- Ability to transport 25 pounds of costumes.

Utah Festival Opera and Musical Theatre is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

TO APPLY

Please submit a resume (with references) and a cover letter to Amanda Profaizer, Costume Director at jobs@ufomt.org