

### **Job Title**

Writers Theatre

Position: Wardrobe Supervisor

Location: Glencoe, IL (in-person)

Department: Production

Classification: Seasonal, Part Time

Salary: \$25.00/hr

### **About Writers Theatre**

Writers Theatre (WT) is a nationally recognized, award-winning theater company located on Chicago's North Shore, acclaimed for its intimate productions, bold new work, and exceptional artistry. With a commitment to telling powerful stories and serving as a cultural anchor in our community, we strive to create transformative experiences both on and off the stage. With an annual operating budget of \$6.5 Million, the theatre, now in its 34th season, is a major Chicagoland cultural destination with a national reputation for excellence, being called "America's finest regional theater company" by The Wall Street Journal. Under the leadership of Executive Director Kathryn M. Lipuma and Alexandra C. and John D. Nichols Artistic Director Braden Abraham, the company is charting a path forward for its future.

### **Position Summary**

The Wardrobe Supervisor is responsible for leading the backstage Wardrobe Crew on each production as well as the organization, care and maintenance of finished costumes as used in the production. They will provide any necessary training to show staff as well as help to create and maintain a healthy and safe working environment both in the shops and backstage. They will work in tandem with the Stage Management teams to develop backstage tracks and support the production costumes as needed. The Wardrobe Supervisor leads and provides hands-on assistance with costumes to actors in their dressing rooms and/or backstage. They are also responsible for any pre-production, rehearsal, and post-production/strike needs. Depending on the needs of the show, the Wardrobe Supervisor's responsibilities will vary– some productions the Wardrobe Supervisor will act as maintenance and dry cleaning support; other productions the Wardrobe Supervisor will act as Wardrobe 1; for our larger scale productions the Wardrobe Supervisor will act as the Cover for all Wardrobe Crew positions. During non-show weeks, they may be asked to support the Costume Shop Supervisor in other costume and wardrobe related needs as determined by the Producer.

### **Schedule**

#### **- Sisters**

- o Wardrobe Supervisor Pre-Production: 7/20/26 - 7/24/26
- o Supervisor In Rehearsals: 7/31/26 - 8/6/26
- o Tech: 8/7/26 - 8/12/26
- o Previews: 8/13/26 - 8/20/26
- o Opening: 8/21/26
- o Run: 8/22/26 - 11/8/26 **(Act as Wardrobe Supervisor – Not Running a Track)**
- o Strike: 11/9/26 - 11/14/26

#### **- The Royale**

- o Wardrobe Supervisor Pre-Production: 9/28/26 - 10/2/26
- o Supervisor In Rehearsals: 10/7/26 - 10/14/26
- o Tech: 10/15/26 - 10/21/26
- o Previews: 10/22/26 - 10/29/26
- o Opening: 10/30/26
- o Run: 10/31/26 - 12/13/26 **(Act as Wardrobe 1)**
- o Strike: 12/14/26 - 12/19/26

- **Brief Encounter**
  - o Wardrobe Supervisor Pre-Production: 1/18/27 - 1/22/27
  - o Supervisor In Rehearsals: 1/26/27 - 2/2/27
  - o Tech: 2/3/27 - 2/10/27
  - o Previews: 2/22/27 - 2/18/27
  - o Opening: 2/19/27
  - o Run: 2/20/27 - 4/11/27 **(Act as Wardrobe Supervisor and Wardrobe Cover)**
  - o Strike: 4/12/27 - 4/17/27
- **Creditors**
  - o Wardrobe Supervisor Pre-Production: 3/17/27 - 3/21/27
  - o Supervisor In Rehearsals: 3/25/27 - 4/1/27
  - o Tech: 4/2/27 - 4/7/27
  - o Previews: 4/8/27 - 4/15/27
  - o Opening: 4/16/27
  - o Run: 4/17/27 - 7/3/27 **(Act as Wardrobe 1)**
  - o Strike: 7/5/27 - 7/10/27
- **Piano and Me**
  - o Wardrobe Supervisor Pre-Production: 4/28/27 - 4/30/27
  - o Supervisor In Rehearsals: N/A (Presented Show)
  - o Tech: 5/3/27 - 5/4/27
  - o Previews: 5/5/27 - 5/6/27
  - o Opening: 5/5/27
  - o Run: 5/6/27 - 6/27/27 **(Act as Wardrobe Supervisor – Not Running a Track)**
  - o Strike: 6/28/27 - 7/2/27

#### Responsibilities

##### **General Duties Include:**

- Point person for all Wardrobe correspondence
- Communicate with Costume Shop Supervisor regarding purchasing Wardrobe consumables

##### **Pre-Production Duties Include:**

- Coordinate with Costume Supervisor regarding Costume needs, dressing room needs, paperwork and piece lists
- Meet with Wardrobe Crew Hires to set expectations
- Assist in obtaining measurements **if** requested by Costume Supervisor
- Prepare dressing rooms for fittings and rehearsal-to-theatre transition
- Attend fittings when attendance is requested by Designer/Costume Supervisor
- Create Wardrobe specific paperwork
- Set up dressing rooms and backstage costume areas, prior to actors' arrival
- Read script to pinpoint moments for quick rigging needs for costumes and communicate them to the Costume Shop.

##### **Rehearsal/Tech Duties Include:**

- Pull rehearsal and understudy costumes as needed
- Communicate with Stage Management about exit and entrance plots
- Attend pre-tech runs as requested
- Assist with move from Rehearsal Room to the Theatre
- Generate paperwork for Wardrobe Crew
- Assign Dresser tracks
- Support Wardrobe Crew in assisting actors with dressing and quick changes
- Take notes during Tech/Preview weeks
- Attend tech and preview production meetings as liaison to the Wardrobe Crew
- Communicate post tech/preview production meeting notes to Wardrobe Crew

- Communicate with Stage Management at the end of each tech day to set the call time for Wardrobe Crew in accordance with the production schedule
- Communicate with Production Coordinator about Crew overtime needs
- Maintain and repair show costumes
- Maintain a clean and safe workspace
- Create a laundry schedule
- Set up Dry Cleaning services for length of production
- Coordinate with Production Management to schedule a tech check-in for Wardrobe Crew
- Any additional tasks as assigned by Production Management or Costume Shop Supervisor

**Run Duties Include:**

- Update and maintain Wardrobe paperwork with input from Wardrobe Crew
- Depending on the show: learn all Wardrobe tracks and act as the Wardrobe Cover for the show **OR** act as Wardrobe Lead and train the Wardrobe Cover
- Maintain and repair show costumes
- Come on-site once a week to clean the dressing rooms and wardrobe room. Create a restock list to give to Costume Shop Supervisor
- Be the primary point of contact for Dry Cleaning
- Submit payroll for Wardrobe Crew, when applicable

**Closing Duties Include:**

- Dressing Room and Wardrobe Room clean up and restock
- Support Costume Shop Supervisor in rental returns
- Restock all Costume pieces from production
- Update Costumes inventory

**Non-Show Duties Include:**

- Clean Dressing Room and Wardrobe Areas
- Organize Costume Shop pieces
- Support Costume Shop Supervisor in other Costume and Wardrobe needs

Qualifications & Key Competencies

- At least 3 years of backstage Costume/Wardrobe experience preferred
- Working knowledge of all aspects of the theatre process, including but not limited to production, technical, costume construction and costume repair
- Excellent communication, collaborative and interpersonal skills
- Creative problem solving
- Strong organizational skills
- Ability to maintain a professional demeanor when working backstage with performers
- Ability to work productively under severe time pressures and meet deadlines
- Ability to work long hours and a flexible schedule
- Willingness to learn new techniques and methods in given field
- Ability to lift and carry at least 50 pounds
- Ability to work in dark spaces
- Ability to stand for long periods of time depending on the assignment

***Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.***

**To Apply**

WT is an equal opportunity employer, dedicated to creating and sustaining a diverse and inclusive organizational culture and promoting a safe, supportive, and collaborative work

environment conducive to professional and personal growth. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, or veteran status.

Please find more information on our culture and specific policies at the following links:

- <https://www.writerstheatre.org/about/work-with-us>
- <https://www.writerstheatre.org/about/mission-values>

Qualified and interested candidates should email a cover letter, resume and sample paperwork to [productionjobs@writerstheatre.org](mailto:productionjobs@writerstheatre.org) with the subject "Wardrobe Supervisor 2027 Season Search". No phone calls please.

Want to help us improve our hiring process? Please include where you found this job posting when you email us your materials.