



2022 Festival – Wardrobe Supervisor

Classification: Seasonal (Summer 2022)
Schedule: 10 weeks – May 31, 2022 through August 5, 2022
Salary Range: \$600/week plus housing
Location: Central City, Colorado

Assists in the preparation of costumes and supervise the running of costumes for performances, as well as assist in the management of the Costume Shop personnel, help coordinate the needs of guest costume designers and their assistants, participate in fittings, assist with the management of any costume rental packages and the company's costume inventory and assist with the costuming needs for ancillary young artist programming.

Specific duties shall include but not be limited to the following:

1. Supervise wardrobe management and organization/assigning of staff/staffer dressers
2. Function as first hand and draper when needed- assign duties to other staff/staffers in consultation with Costume Shop Manager
3. Set up Cast House dressing rooms in consultation with Director of Production
4. Act as primary contact person between Stage Management and Wardrobe
5. Set up the dressing rooms at other ancillary venues
6. Create running and organizational paperwork for all dressers as needed
7. Manage wardrobe needs throughout all technical and dress rehearsals
8. Prepare and clean backstage dressing areas

Shared responsibilities with the Costume Shop Manager shall include the following:

1. Function as fitter for the young artist fitting week
2. Responsible for cleaning/maintenance of Costume Shop and Cast House dressing areas
3. Making sure casts have all necessary rehearsal garments
4. Move rental pieces into appropriate dressing rooms
5. Assist designers as needed
6. Re-stock costume inventory into appropriate storage locations
7. Clean Cast House and Costume Shop at end of season with assistance from staff and staffers
8. Assist with staffer uniform fittings as available
9. Family Performance- pull costumes from inventory and/or create garments if need be as portfolio opportunities for both staff and staffers
10. Supervise, prepare and organize the load-in and load-out of costumes and accessories for performances in ancillary venues, allowing ample time for both

SKILLS NEEDED

- Previous high-level professional post-college wardrobe supervisory
- Solid alteration skills
- Solid mentoring experience
- Prefer minimum 5-10 years of professional experience.

CCOHA agrees to provide you and your assistant usage of the company van, as available, pending clearance by the Company's insurance company.

Housing – free shared company historic housing (private bedroom, shared bathroom, kitchen, living areas) – is provided. Pets are not permitted. Travel provided as a single roundtrip airfare to/from Denver or a driving check equal to a lowest roundtrip airfare to/from Denver.

Drug or alcohol abuse on CCOHA property (including company housing) will not be permitted and may be grounds for immediate dismissal and the cancellation of your contract. CCOHA has a strict policy against harassment based on gender, sexual orientation, race, disability, age or religion.

All seasonal employees must be fully-vaccinated and provide proof of status.

CCO is committed to creating and sustaining an inclusive and equitable work environment. Equity, diversity, and inclusion are core values and we are currently working to expand our capacities in these areas with company-wide understanding that this is an ongoing process that must be embedded into the fabric of the organization. We encourage candidates who identify as BIPOC, LGBTQ+, otherwise-abled, and other underrepresented identities to apply. All applications will receive consideration for employment.

Please send the following materials to Karen T. Federing, Director of Production, at kfederling@centralcityopera.org:

- ◆ Cover Letter
- ◆ Resume
- ◆ Digital Portfolio
- ◆ Three (3) References

Position will remain open until filled.