



Wardrobe Supervisor - *Henry IV*

The Wardrobe Supervisor (WS) is a principal member of the performance production staff and reports directly to the Artistic Director (AD) and Production Stage Manager (PSM). The WS will begin work during the week that tech rehearsals commence (6/3/24) and will finish 5 days following the production's closing (7/19/24).

The WS will assist in the transportation of the costumes/props from the costume shop space to the production's venue. The Design Assistant will leave the production at the conclusion of tech rehearsals and the responsibility of the costumes, wigs, and props will be transferred to the WS for the run. During previews, the WS will communicate directly with the Production Designer (PD) and execute all notes per their direction. Following the move, the WS, under the direction of the PD and AD, will be responsible for emptying and cleaning the design studio and returned all equipment to their various storage locations along with Production Assistants (PAs) and/or Run Crew (RC).

During previews and the run, the WS is responsible for cleaning, preparation, and maintaining the costumes and wigs (as needed), and basic hair styling (training is required in styling black hair, if necessary) as well as keeping our storage spaces neat and orderly. This includes the laundry and dry cleaning of the costumes as well as minor repairs as required. If larger repairs are needed, the WS must contact the PD who will give direction. Laundry of "skins" (items of clothing that directly touch the actors' skin) must be performed twice every week to ensure every actor receives clean skins for each performance. All laundry, dry cleaning (once a week) and wig maintenance (as necessary) must conform to the requirements set out in the Actors Equity Association (AEA) LORT contract. A copy of the AEA contract will be provided to the WS by the AD upon request. The WS must visit the storage facilities two (2) times per week to ensure cleanliness and that costumes, props, and other production equipment are safely stored.

The WS is responsible for supervising and executing all quick-changes. PAs and RC, who report directly to the PSM, may be available to assist in quick-changes during the performances and minor sewing repairs. The entire production crew will transfer the costumes/props/equipment to and from the storage facilities each day they are needed. It is the WS's responsibility to inventory the costumes, wigs, and props following each transfer to the venue ensure that nothing is missing at least 30 minutes prior to each performance. If conflict or any incident of harassment arises between the WS and any member of the crew or staff, the WS must immediately inform either the PSM or another superior (see Non-Discrimination and Non-Harassment Policy which will be distributed to you with the Letter of Agreement).

The WS will receive a budget for the purpose of their work and they must obtain receipts for all of their purchases (including receipts for dry cleaning and laundry). These receipts must be submitted digitally and in a prompt fashion to NY Classical's designated representative at ArtsPool. The WS must also maintain the budget form assigned to them by ArtsPool. The AD will inform the WS of the total budget for dry cleaning and it is the WS's responsibility not to exceed this budget without prior permission from the AD.

Following the conclusion of the performance run, and under the direction of the AD, the WS will be responsible for laundry and dry cleaning the costumes and returning them (along with props and other production equipment) to our storage. Two PAs will be contracted through this week to assist the WS as needed.

The WS is expected to operate in a kind, generous, and professional manner with all staff, performers, crew, and management.

Most performances will take place in non-theatrical venues. The WS must be prepared to work under the conditions that are approved by AEA.

The Wardrobe Supervisor is a salaried, payroll position. At this time, no health insurance or other benefits are available as part of compensation.

Prior to the start date on the Letter of Agreement, the WS must take NYC/NYS mandated Anti-Sexual Harassment training and complete NY Classical's mandated Anti-Racism Training. The WS will be compensated for the time needed to complete these trainings. Proof of completion of these trainings must be submitted to NY Classical and/or ArtsPool before the first date of the Letter of Agreement as these are conditions of employment.

Henry IV by William Shakespeare

Rehearsal (Central Park): June 3-9, 2024

Performances (Central Park, Carl Schurz Park, Battery Park): June 11-July 14

Strike: July 15-19

Salary: \$702/week (39 hours)

Submit cover letter and resume to ysteinman@nyclassical.org by April 5, 2024