

POSITION ANNOUNCEMENT



WARDROBE ASSISTANT

FIRST STAGE is committed to dismantling structures that may prevent ALL people from applying for employment with us. FIRST STAGE celebrates the richness of our world by cultivating Equity, Diversity, and Inclusivity as they inspire the creativity that nurtures great art, artists, and audiences. FIRST STAGE acknowledges we have been party to supporting oppressive systems in the past and are committed to continuing to prioritize our journey in becoming an anti-racist and fully inclusive organization, and we strongly encourage candidates from historically underrepresented groups to apply.

FIRST STAGE is an equal opportunity employer and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, gender, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law.

Position: Wardrobe Assistant

Status: Non-exempt, Full-Time, Seasonal

Reports To: Wardrobe Supervisor, Costume Shop Manager

Season Dates: September 19th, 2022 – May 21st, 2023 (*with possible extension through May 28th, 2023*)

Compensation: This is a \$525 per week position for approximately 35 hours per week with opportunities for overtime. First Stage provides a competitive benefit package that includes but is not limited to the following: health/dental/vision coverage, generous healthcare reimbursement arrangement, vacation and paid holidays, as well as a 403(b) plan.

OVERVIEW:

The Wardrobe Assistant will be an integral part of the Costume Shop Team in supporting 8-10 productions per season between two theaters. The Wardrobe Assistant will assist the Wardrobe Supervisor with running costume tracking and changes backstage during musical productions at the Todd Wehr theatre, and will assist in the construction, alteration, and maintenance of costume pieces for First Stage productions for the weeks they are not in show run. The person in this position will work Wednesday through Sunday when they are on wardrobe crew and will then switch to a Monday through Friday schedule during costume builds. In the 22-23 season, the Wardrobe Assistant will run four musicals and will spend seven weeks (consecutively) in the costume shop.

RESPONSIBILITIES:

- Assist with wardrobe preparation
- Shadow the Wardrobe Supervisor for each Todd Wehr production and fill in if needed
- Work as the Wardrobe Assistant for 3-4 Todd Wehr productions during the season
- Assist with the wardrobe load ins and load outs for Todd Wehr productions as needed
- Assist in the construction, alteration, and maintenance of costume pieces
- Modify stock items to suit the needs of a particular show
- Complete assigned work in a timely manner, with a high level of quality
- Maintain a clean and safe workspace
- Per Current AEA guidelines due to the Covid-19 pandemic, proof of Covid-19 vaccination will be required
- First Stage is committed to creating a safe, equitable, and inclusive work environment and all incoming staff members will be required to complete Equity, Diversity, Inclusion, and Justice training
- This position involves working with young people, and as such a background check will be required

QUALIFICATIONS AND SKILLS:

- Previous experience in the following areas preferred:
 - Working backstage
 - Wig styling and/or maintenance
 - Working with young people
 - Hand Sewing
 - Use of industrial and domestic sewing machines, sergers, and industrial irons
- Ability to maintain a positive work environment by communicating and behaving in a positive manner with all artists, staff, and stakeholders from a variety of experience levels and backgrounds
- Prior experience working in the entertainment industry is strongly preferred
- Strong written and verbal communication skills
- The person in this position will experience periods of prolonged standing and stationary work

To Apply:

Send resume, cover letter, and 3 work references to Jessica Noones, Director of Production, at jnoones@firststage.org with the subject line – Wardrobe Assistant: (First Name, Last Name)
No phone calls, please. Application submission period will remain open until positions are filled.

ABOUT FIRST STAGE

First Stage, Milwaukee's premiere non-profit theater for young people and families, is currently in our 36th season. First Stage is a nationally acclaimed professional theater company drawing annual audiences of more than 120,000 people. First Stage's production season includes five mainstage shows at the Todd Wehr Theater, as well as our First Steps and Young Company Series of productions at Goodman Mainstage Hall at the Milwaukee Youth Arts Center – a total of more than 400 performances annually. First Stage also offers Theater-in-Education programs, serving 20,000 students in classrooms annually throughout southeastern Wisconsin. The First Stage Theater Academy, the largest and most high-impact training program of its kind in the nation, teaches "life skills through stage skills" to nearly 2,000 young people ages 3 - 18 each year. For more information about First Stage, including current updates on our Equity, Diversity, and Inclusion work, please visit www.firststage.org