

Ballet Hispánico

Title: Wardrobe Director

Department: Company

Reports to: Production Director

Job Type: Full Time

Position Description:

Wardrobe Director Role Description: Ballet Hispánico Wardrobe Director is a full-time exempt position that reports directly to the Artistic Director in coordination with the Production Director. The position requires the building and securing of costumes and wardrobe for all School of Dance (SOD), Community Arts Partnership (CAP) activities, and Ballet Hispánico Company performances along with the oversight and strategic planning for all costume needs including the organization, storage, management, implementation of costumes, and props directly related to all performances and events. The Wardrobe Director oversees and manages the SOD Wardrobe Supervisor, costume shop and its over hire staff to ensure all organizational needs can be met. Responsibilities include but are not limited to:

Role and Responsibilities:

- Leads the planning, actualization, and budgeting for all institutional costume needs.
- Leads the creative process for the development of costume designs for all new works. Supporting designers and choreographers, included but not limited to the creation of budgets, vendor contracting, building and purchases of costumes as needed for productions.
- Create and maintain production bibles for all Ballet Hispánico repertory.
- Oversee costume maintenance, including all sewing repair, alterations, laundry/cleaning, professional cleaning, and maintaining of Ballet Hispánico costume integrity.
- Purchasing of materials & catalog costumes as needed for productions and performances as well as tracks order statuses and communicates status with direct reports.
- Responsible for maintaining and tracking all expense accounts and reimbursements.
- Manage and oversee the collection and record keeping of all measurements and fittings notes for Ballet Hispánico dancers.
- Oversee, maintain, and organize costume inventory and Virtual Costume Catalog.
- Organizes props and accessories, making them accessible to all departments as needed.
- Oversee all wardrobe related hiring and onboarding, scheduling, and payroll for all including any seasonal, full-time/part-time employees, independent contractors, and over hire.

Touring/Production:

- Oversee and lead wardrobe needs for all events both at Ballet Hispánico and at outside venues.
- Travels with the Company on all tour engagements and manages the communication and planning with external theater wardrobe staff.
- Provide costume support for the artists during performances such as quick changes and emergency costume issues.
- Manages and oversight of local wardrobe staff on tour in accordance with local labor regulations (ei. IATSE).
- Participate with the shared responsibility of traveling all production equipment on tour, as assigned.
- Exude a professional demeanor while providing leadership, and a congenial team building attitude for all company members, artists, and guests.

**Skills Required:**

- 4-6 years of costume management experience or equivalent.
- Excellent communication skills and a proven availability to lead and organize by creating an environment of skill development, creative problem solving and conflict resolution.
- Proven experience budgeting for departmental and production expenses, tracking expenditures, and managing labor hours.
- Industrial/domestic sewing, serging, and hand sewing.
- Knowledge of fabric care, dying, cutting, flat patterning and draping when needed.

Requirements:

- Able to stand for long periods.
- Repeatedly lift, carry, push, or pull up to 50 lbs.
- Valid Passport and Drivers License

Schedule:

Ballet Hispánico business hours take place Monday through Saturday, early morning through evening, and performance dates often include weekends and evenings. As such, some weekends and evenings will be mandatory. The typical schedule will be Monday to Friday, 10am-6pm and will shift to support performances/events, fittings, measurements, etc. as needed. Schedules will be determined in coordination with the Production Director and Associate School Director and communicated in a timely manner.

Compensation & Benefits:

- \$70,000.00 - \$80,000.00 (commensurate with experience)
- Vacation & Sick Time
- Health, Dental, Vision, and Life insurance
- 403(b) Retirement Fund

The advertised pay rate is not a promise of a particular wage for any specific employee. The specific compensation offered to a candidate may be dependent on a variety of factors including, but not limited to, the candidate's experience, education, special licensing or qualifications, and other factors.

[About Ballet Hispánico](#)**Required Materials:**

- Cover Letter describing your interest in this position and Ballet Hispánico's work
- Resume
- Minimum of 2 references

To Apply:

Send all listed required materials via e-mail to (production@ballethispanico.org) with the subject heading of "Wardrobe Director - *Applicant's Name.*"

E-mail submissions only. No phone calls.