

**Municipal Theatre  
Association of St. Louis**

#1 Theatre Drive  
St. Louis, MO 63112-1098

Phone: 314-361-1900

Fax: 314-361-0009

[www.munyny.org](http://www.munyny.org)

## POSITION DESCRIPTION

TITLE –Wardrobe Mistress

DEPARTMENT - Production



### POSITION SUMMARY

Under the direction of the Costume Shop Manager this position serves as a key member of The Muny's production team. The Wardrobe Mistress is responsible for coordinating the care, management and organization of all women's costumes throughout the fittings, dress rehearsal, performances and strike of assigned productions. The Wardrobe Mistress collaborates with the Costume Shop Manager, and the Costume Designer/ Coordinator to communicate fitting notes, and assist in the creation of wardrobe plots. The Wardrobe Mistress attends all female fittings, and in collaboration with the wardrobe master oversees the wardrobe run for rehearsals and performances. The Wardrobe Mistress is the first line of communication between the costume shop and the dressers; the creation of the costumes, and the execution of the run.

### ENTRY QUALIFICATIONS

- Minimum 5 years experience on a wardrobe crew.
- Working knowledge of costume construction and maintenance.
- Exceptional organizational and time & materials estimation skills.
- High degree of interpretive, interpersonal and communication skills and the ability to work in a team environment.
- Ability to teach skills and work with a union crew
- Valid Driver's License
- Computer and internet research skills with specific knowledge of Word, Excel, and calendar programs.
- Membership in The Wardrobe Attendants Local #805 is not required for application, but is required upon acceptance of the position

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee fittings and efficiently communicate notes to costume shop manager.
- Help ensure timely delivery of all costume elements.
- Assist in the creating of wardrobe dresser plot.
- Supervise, and assist as necessary wardrobe crew throughout the rehearsal and performance of shows
- Create laundry schedule, and oversee proper daily preparation of costumes
- Respond to Stage Management daily rehearsal and performance reports with information as necessary.
- Assist Costume Shop Manager during costume load-in for each production, communicating with wardrobe crew and stage management regarding instructions and expectations.
- Ensure that staff is working in a safe and supportive environment.
- Maintain familiarity with the current Union contracts and The Muny's Personnel Policies.
- Additional responsibilities as assigned through discussion with Production Manager and Costume Shop Manager.

### WORKING CONDITIONS

Wardrobe Mistress responsibilities require some daytime hours, some evening performance hours, and some rehearsal hours.

Move about the backstage and onstage areas during rehearsals and performances.

Attendance at all technical rehearsals (some are overnight) is required.

Membership in The Wardrobe Attendants Local #805 is not required for application, but is required upon acceptance of the position.

Position is Full-time, seasonal. Salary is competitive and commensurate with experience. **Send all inquiries, resumes and references to**

**Tracy Utzmyers, Production Manager, [tracyu@munyny.org](mailto:tracyu@munyny.org), no later than January 15, 2013.**

