



*Cincinnati Playhouse in the Park is an Equal Opportunity Employer (EEO) and is committed to fostering a culture of diversity and inclusion in all areas of its work, both on and offstage. Qualified individuals who bring diverse perspectives and life experiences to the workplace are especially encouraged to apply.*

**Position:** Wardrobe Assistant

**Department:** Run Crew (Production)

**Reports to:** Costume Shop Manager & Director of Production

**Classification:** Seasonal, full time, hourly

**Position Start Date:** August 26, 2024

**Salary Range:** 22.50/hr

**Position Overview:**

Responsible for running Wardrobe for assigned CPIP productions in association with the Costume Shop Manager, Stage Management teams, and other CPIP Wardrobe Staff. This position may supervise additional dressers as assigned.

**Position Responsibilities:**

- Attend all Design Run throughs and rehearsals as necessary throughout the season.
- Create wardrobe paperwork as necessary that includes dresser tracks and pre-set lists, devised with input from the Stage Management team.
- Supervise additional Dressers as required throughout the season.
- Assisting the actors with dressing pre- and post-show. This may include assisting with hair styling and/or prepping and securing wigs.
- Coordinate with Sound for placement of wireless mics and mic packs.
- Presetting and tracking costume pieces before, during and after rehearsals and performances.
- Plan and execute all costume changes throughout the performance.
- Make necessary assignments to dressers in collaboration with the Stage management team, Costume Designer, & Costume Shop Supervisor.
- Execute repairs and maintenance to costume pieces that may include hand sewing, machine sewing, as well as painting and/or polishing and other “touch-ups” as needed.
- Execute nightly laundry, including ironing, steaming, de-linting, and distributing costumes.
- Execute minor touch-up to existing wig styles.
- Applying specialized make-up when required as instructed by the CPIP Wig and Makeup Artist

**Essential Skills and Attributes:**

- Basic Sewing Skills.
- Good time management and problem solving skills, and the ability to delegate when needed.
- Self-motivated team player that handles pressure well while working in a deadline-oriented industry and embracing a safety-oriented work environment.
- The ability to self-critique and correct their work while maintaining sensitivity to the overall artistic vision is paramount.
- 1-2 years’ experience in technical theatre or entertainment industry equivalent.
- Good communication skills.



- Ability to work in a fast-paced environment.
- Works well with others or independently
- Exceptional attention to detail with strong organizational and time management skills

**Work Environment and Physical Demands:**

- While performing the duties of this job, the employee is regularly required to walk (sometimes quickly), talk, hear, and speak.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.
- Work is often performed in dimly lit areas.
- Ability to lift and carry 20-30 lbs.

The physical demands and safe working expectations described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without reasonable accommodation.

Cincinnati Playhouse in the Park continues to monitor the pandemic situation. Qualified candidates will be expected to comply with Playhouse's health and safety plan that continues to be updated per latest state and Federal guidelines.

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, requirements, or expectations of this position. Cincinnati Playhouse in the Park reserves the right to revise or amend this description based on business needs or changes to the work environment.

**To Apply:**

Qualified candidates should submit a cover letter, resume and references to Gordon DeVinney ([gordon.devinney@cincyplay.com](mailto:gordon.devinney@cincyplay.com)) and Valerie Perez ([valerie.perez@cincyplay.com](mailto:valerie.perez@cincyplay.com)). No phone calls, please.