



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 Lead

Department: Run Crew (Production)

Reports to: Costume Shop Manager & Director of Production

Classification: Seasonal, full time, hourly

Position Start Date: N/A

Salary Range: \$24/hr.

Position Overview:

This position oversees the running of Wardrobe for all productions at the Cincinnati Playhouse in the Park in association with the Costume Shop Manager and Stage Management teams.

Position Responsibilities:

- Oversee Wardrobe Assistants in collaboration with the Costume Shop Manager.
- Oversee additional Dressers as required throughout the season.
- Attend all Design Run throughs and rehearsals as necessary throughout the season.
- Create wardrobe paperwork for all Wardrobe Staff and Additional Dressers that includes dresser tracks and pre-set lists, devised with input from the Costume Designer, Costume Shop Manager, and Stage Management team.
- Assist the actors with dressing pre- and post-show. This may include assisting with hair styling and/or prepping and securing wigs.
- Work with Sound team on the placement and securing of microphones on all performers and evaluate the impact on Wardrobe.
- Presetting and tracking costume pieces before, during and after rehearsals and performances.
- Plan and execute all costume changes throughout the performance, and make necessary assignments to wardrobe staff and dressers in collaboration with the Stage Management team
- Manage and 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.
- Manage and execute nightly laundry, including ironing, steaming, de-linting, and distributing costumes.
- Oversee and execute minor touch-up to existing wig styles.
- Oversee and execute specialized make-up when required as instructed by the CPIP Wig and Makeup Artist
- Oversee and track any dry cleaning sent from the theatre for off-site maintenance.

Essential Skills and Attributes:

- Basic Sewing Skills.
- Good time management and problem-solving skills, and the ability to delegate when needed.
- Self-motivated team leader that handles pressure well while working in a deadline-oriented industry and embracing a safety-oriented work environment
- 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

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, Costume Shop Manager (gordon.deviney@cincyplay.com) and Valerie Perez, Assistant Production Manager (valerie.perez@cincyplay.com). No phone calls, please.