

# ALLEY THEATRE

## JOB DESCRIPTION

<b>POSITION:</b>	<b>Dresser</b>
<b>DEPARTMENT:</b>	<b>Wardrobe</b>
<b>FULL TIME OR PART TIME:</b>	<b>Part Time Variable</b>
<b>CLASSIFICATION:</b> (Annual Salaried; Annual Hourly; Seasonal Salaried; Seasonal Hourly)	<b>Overhire Hourly</b>
<b>SCHEDULE:</b> Describe typical schedule (weekdays, weeknights, holidays and/or weekends)	<b>Tech &amp; Performance Schedule</b>
<b>EXEMPT OR NON-EXEMPT STATUS:</b>	<b>Non-Exempt</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>Wardrobe Supervisor and Stage Manager</b>

### STATEMENT OF JOB:

The Dresser shall be responsible for the timely execution of costume changes and the maintenance and storage of all costumes backstage.

### **JOB DUTIES:**

- Assist the Wardrobe Supervisor in the preparation of costumes and dressing areas for dress rehearsals, photo calls, and performances for assigned production. Assist actors with general dressing needs and quick changes.
- Be familiar with the show, the costume plot and costume pieces for assigned production.
- Assist with load-in and strike of costumes for assigned production as requested by the Wardrobe Supervisor.
- Assist the Wardrobe Supervisor with the maintenance of costumes and wigs during the run of assigned shows including regular laundering, cleaning, pressing, and repairs.
- Related duties as required by the Wardrobe Supervisor and/or Stage Manager.
- Represent the theatre's technical resources as required by the Production Manager for theatre programs including, but not limited to: additional performances, special events, education and community outreach programs, building rentals, and other non-Alley building functions.
- Act in concert with the theatre's safety policies
- Approach and carry out duties, as designated above, with a positive attitude!
- **Additional duties as assigned.**

In addition to the duties listed above, the Alley Theatre expects the following of each employee: adheres to theatre's policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in Alley Theatre events as needed or required; and completes other duties as assigned.

### **REQUIREMENTS:**

#### **Reports to:**

- Wardrobe Supervisor

#### **Works Closely with:**

- Stage Management
- Backstage Crew
- Actors

#### **Education, Experience and Skills Required:**

- Maturity and understanding of the artistic process
- Have basic sewing and repairs skills as well as backstage experience
- Ideal candidates will be team players with strong organizational and interpersonal skills