



*To be a leader in promoting artistic offerings to our increasingly diverse community with an emphasis on fostering a cooperative spirit to positively impact the local economy and community.*

**Job Description for Job Title:** Head of Wardrobe – AuRene Theater

**GOAL**

The Head of Wardrobe supervises the Wardrobe Department by providing excellent technical knowledge, supervising the union crew when necessary, guaranteeing a safe work place and providing excellent customer service to ensure a positive experience for all artists, clients and their staff in order to maintain the Broward Center for the Performing Arts' image as a premiere performing arts center.

**OBJECTIVES**

- To provide responsive and timely support and technical assistance to all internal and external customers, including PACA Management, union workers, BCPA employees, and clients.
- To use all of the resources available to provide high quality technical services in the most cost effective manner.
- To keep the Head Carpenter and the Director of Production informed regarding current issues and opportunities facing the union stage crew, and all other relevant daily operational issues, especially issues that would have an impact on safety, cost or time.
- To immediately notify the Head Carpenter and Production Department of any hazardous activity pertaining to the stage or stage crew.
- To maintain ongoing communication with PACA Management, the Director of Production, the Production Department, and the Head Carpenter.
- To provide customers, both internal and external, with the highest quality technical knowledge and service in order to ensure a smooth execution of events.
- To develop and maintain a positive, productive relationship with PACA Management to ensure that proper implementation of the Collective Bargaining Agreement is maintained in order to preserve a positive and effective working environment.
- To ensure a safe work place.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Will utilize professional interactions and effective communication to develop positive productive relationships with all artists, clients and their staffs.
- Will maintain ongoing communication with the Head Carpenter, the Director of Production and the Production Department.
- Will utilize effective and efficient management strategies with the union crew.
- Will communicate crew issues with the Head Carpenter and PACA Management to ensure that all issues and opportunities are addressed in a timely manner.

- Will efficiently manage the Wardrobe Department by making decisions regarding technical emergencies, safety, financial interest of the client, financial interest of the Broward Center for the Performing Arts, and all provisions of the Collective Bargaining Agreement.
- Will inform the Director of Production of any issues or opportunities related to maintaining a safe and functional working environment, and will provide documentation of these issues based on cost, necessity, and timeliness.
- Will interpret the union contract in consultation with the Head Carpenter.
- Will execute and supervise the daily tasks and activities of the Wardrobe Department, including crew training and delegating responsibilities to the crew.
- Will be accountable for ensuring that the union crew works with professionalism, while ensuring safety.
- Will be responsible for maintaining knowledge of the most current safety procedures for work areas and equipment.
- Will complete additional responsibilities as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of and skilled in technical theater, with an emphasis on costumes and wardrobe; knowledge of the areas of theatrical hair, wigs and make-up preferred.
- Knowledge of and skilled in operating and maintaining wardrobe equipment.
- Able to manage large crews in a fast paced environment at a major performing arts center.
- Able to provide effective leadership.
- Knowledge of and skilled in the interpretation and implementation of union collective bargaining agreements.
- Able to work independently and as part of a team.
- Able to provide excellent customer service.
- Able to multitask effectively.
- Responsible for maintaining the quality of all equipment.
- Able to manage and resolve unexpected situations on a regular basis.
- Able to communicate effectively.
- Able to handle physical effort by lifting at least 25 lbs, walking, standing, climbing, working at heights up to 30 feet, and loading and unloading trucks.
- Able to work a flexible schedule including nights, weekends, and holidays on a regular basis.
- Able to work effectively and positively with others.

If you are an individual with outstanding leadership and management skills who is eager to become part of a progressive, performance oriented team, please submit a resume and list of references (3 minimum) to: [hwrsearch@browardcenter.org](mailto:hwrsearch@browardcenter.org). (Resumes should be Word documents attachment to e-mails only). Preference will be given to local applicants. **No Phone Calls Please!** PACA encourages minority participation and is an Equal Opportunity Employer.