



TITLE

Wardrobe Assistant

OVERVIEW

Ballet Memphis aspires to reveal and celebrate the universality of the human experience through dance. The organization was founded in 1986 with the mission to create a ballet company that is reflective of our community and the nation by creating, presenting and teaching ballet in a way that celebrates the human spirit. Over the years, our professional company has developed an extensive original repertoire that spotlights the unique cultural significance of our region. This work has been shared with audiences at home and at venues around the nation, including the Joyce Theater in New York City and the John F. Kennedy Center for the Performing Arts in Washington, D.C., among others. Today, Ballet Memphis operates through four program pillars: a professional dance company, a ballet school and advanced youth ensemble, robust Pilates and wellness offerings, and a growing body of community impact work.

JOB SUMMARY

Ballet Memphis seeks an experienced, highly organized, energetic, and creative individual to support the day-to-day operations of the costume shop and wardrobe department. The Wardrobe Assistant is responsible for supporting the overall operations of the shop including design, construction, fitting, repairing, cleaning, storing, and cataloguing. This role requires experience in costume design and production, excellent technical, analytical, communication, and organizational skills, along with a keen interest in the arts. This position reports to the Costume Director and works closely with all programs and departments of the organization.

RESPONSIBILITIES

- Under the supervision of the Costume Director, helps with patterning, cutting, construction, fitting, and alteration of costumes from concept to performance
- Assists in maintaining the Ballet Memphis owned costume inventory and shop, including costume cleaning, repair work, shoe inventory, costume shop supplies, equipment, and fabric inventory.
- Leads project to digitize costume inventory for rental or loan to other companies.
- Completes alterations as directed by Costume Director on rented costumes and company costume stock as need for Company and Youth Ballet Memphis performances.
- Adds tech rehearsals and performances, as determined by the Costume Director and Director of Production, to oversee union dressers and/or supervise costumes and quick changes.
- Assists in pulling and preparing costumes for other events, such as photoshoots

and educational programs.

- Learns responsibilities of the shoe manager and acts as back-up for that role as needed.

REQUIREMENTS

- In-depth knowledge of dance and theatrical costume design and construction techniques, preferably with a ballet/dance company
- Excellent written and oral communication skills
- At least three years of related experience
- Excellent time management, organizational, and planning skills
- Flexible and nimble; Able to keep calm under pressure and remain tactful in high stress situations
- High energy, maturity, and ability to simultaneously lead and learn
- Sincere commitment to work collaboratively and professionally with all team members and organization constituents
- Maintain a safe, fair, and professional work environment
- Passion for the performing arts

BENEFITS AND COMPENSATION

This is a salaried, full-time position (with a possible part-time June schedule) eligible for all benefits, including health/dental/vision insurance, 401k, paid time-off and sick leave. The salary for this role starts at \$40,000.

Ballet Memphis works to sustain an environment that is consciously inclusive of all races, ages, religions, sexual identities, gender expressions, and abilities. We renounce racism as well as any other system or structure that perpetuates exclusion and causes harm. Our excellence derives from our diversity and we commit to continuously challenging ourselves as well as old ideas and outdated norms that hinder the full celebration of our collective humanity.

TO APPLY

Please send a cover letter and resume to careers@balletmemphis.org.