



Join us at the Guthrie.

GUTHRIE THEATER JOB POSTING

Wig and Wardrobe Technician

Reports to: **Wardrobe Supervisor**

Compensation: **\$26.17 per hour plus benefits**

This position is covered by a collective bargaining agreement with IATSE Local 13

THE ORGANIZATION

The Guthrie Theater engages exceptional theater artists in the exploration of both classic and contemporary plays connecting the community we serve to one another and to the world. Through its extraordinary artists, staff and facility, the Guthrie is committed to the people of Minnesota, and from its place, rooted deeply in the Twin Cities, influences the field as a leading 21st century arts organization.

Every year more than 500 people, both on stage and off, help ensure our success in creating and supporting the highest level of theater. As an organization, we are committed to our values of Artistic Excellence, Community, Equity, Diversity and Inclusion, and Fiscal Responsibility.

LAND ACKNOWLEDGMENT

The Guthrie Theater would like to acknowledge that we gather on the traditional land of the Dakota People and honor with gratitude the land itself and the people who have stewarded it throughout the generations, including the Ojibwe and other Indigenous nations.

THE POSITION

Wig and Wardrobe Technicians are responsible for assisting actors with wigs, facial hair, costumes and required accessories to ensure a smooth, well-timed performance. From tech week to strike, this position is responsible for the maintenance and integrity of design of finished wigs and costumes. All employees are expected to center, model and champion the Guthrie's core values of Artistic Excellence, Community, Equity, Diversity and Inclusion, and Fiscal Responsibility.

This position is full-time, non-exempt and benefits-eligible. Compensation is \$26.17 per hour plus benefits. This position is covered by a collective bargaining agreement with IATSE Local 13. The typical schedule for this role is Tuesday – Sunday, with hours reflecting the needs of rehearsal and performances including evenings and weekends. This position works a minimum 32 hours per week and is guaranteed a minimum of 32 work weeks per fiscal year.

The Guthrie is dedicated to building an equitable environment that is mixed across lines of difference and strongly encourages applications from Black, Indigenous, People of Color, women, transgender and non-binary candidates. This position will remain open until filled and until a diverse and qualified pool of candidates is identified. Applicants from populations underrepresented in the theater field are strongly encouraged to apply.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Prep Week, Tech Week, Strike

- Assist with the load in of costumes and wigs before the tech process begins.
- Attend special make-up sessions or wig fittings with the Wig Department when appropriate in the week prior to the first week of tech.
- Attend preparation meetings before and during tech week as assigned.

- Communicate as needed with the Wardrobe Supervisor, Stage Management and Design Assistant to evaluate use and function of wigs and wardrobe to ensure a smooth and efficient tech process.
- Remain flexible and adaptable to changes to support the tech process.
- Maintain accurate records of show tracks.
- Load out show, cleaning and repairing costumes for rental return or long-term storage.
- Maintain expected levels of craftsmanship and artistic excellence.
- Foster a work environment incorporating the Guthrie's values of Artistic Excellence, Community, Equity, Diversity and Inclusion, and Fiscal Responsibility.

2. Wigs

- Assist actors in applying wigs, facial hair, makeup and hats before and during performances.
- Assist actors in styling their own hair before and during performances as assigned.
- Ensure actors are wearing the wig/facial hair correctly according to the production costume design.
- Assist actors with application of microphones as assigned.
- Prepare and/or preset, wigs, facial hair, and makeup for quick changes and as assigned.
- Remain calm in order to support and reassure actors.
- Do minor adjustments on wigs as needed before and during performances.
- Communicate wig/facial hair maintenance notes and product needs to the Wig Department in a clear and timely fashion.

3. Wardrobe

- Assist actors with wardrobe and quick changes before and during performances.
- Ensure actors are wearing costume and accessories correctly according to the production costume design.
- Prepare and/or preset, costumes and accessories for quick changes and as assigned.
- Work closely and efficiently in group costume changes/quick changes.
- Assist actors in incidental needs for comfort during the performance.
- Complete basic sewing repairs before and during performances as needed.
- Do minor repairs, pressing and steaming on costumes as needed.
- Distribute laundry/dry-cleaning to dressing rooms as per show track assignments before the cast's half hour call.
- Communicate daily wardrobe needs and notes to the Wardrobe Assistants for the Daily Show Report.

4. Maintenance

- Ensure wigs and facial hair are cleaned, styled and performance ready.
- Deliver wigs, facial hair, hair accessories, costumes, and costume crafts to show storage place.
- Organize and drop off wigs at the end of the shift as per show track assignments.
- Complete sewing and crafts repairs as assigned. Interface with Wardrobe Supervisor to problem solve repairs as needed. Send large repairs back to the costume shop as assigned.
- Maintain clean and organized individual and team workspaces.

ESSENTIAL KNOWLEDGE AND QUALIFICATIONS

- Demonstrated experience as a Wig or Wardrobe Technician or a combination of equivalent experience and training.
- Skill in wig, facial hair and makeup application.
- Skill in basic hair styling.
- Skill in basic sewing and costume crafts techniques.
- Knowledge of theatrical terminology to understand direction and location.
- Knowledge of the technical rehearsal process and overall production process of theatrical works.
- Knowledge of products used with costumes, hair, wigs, make-up and prosthetics and their safety parameters.
- Knowledge of costume construction to assist actor in dressing correctly as per the costume design.
- Experience establishing rapport with a wide range of actors and coworkers.
- Willingness to work with a group in close spaces.
- Willingness to work cooperatively and effectively as part of a team.
- Willingness to adapt quickly and calmly to a wide variety of situations and last-minute changes.
- Experience listening and retaining detailed instructions.
- Willingness to ask clarifying questions in a diplomatic manner.
- Ability to lift things overhead.
- Ability to go up and down stairs and steep inclines.
- Ability to lift and carry up to 30 pounds throughout assigned shift.
- Ability to sit or stand for up to three hours at a time.

- Strong commitment to safety and ergonomics in the workplace.
- Experience, ability, and commitment to working with individuals and teams that are mixed across lines of difference such as race, gender-identity, sexual orientation, religion, ability, age, class and immigrant status.
- Must be willing and able to work flexible hours/days, including evenings and weekends, reflective of the dynamic schedule of the theater.

THE LOCATION

The Guthrie Theater is located in the historic Mill District along the Mississippi River in Minneapolis, Minnesota. As the largest city in the state, Minneapolis offers a large variety of parks, lakes, great food, festivals, malls and more.

WHY SHOULD I APPLY?

Be a part of a leading non-profit organization that is committed to serving not only the local Twin Cities community but the industry as a whole. In addition to a competitive pay rate, the Guthrie offers top-notch employee benefits and staff perks.



Competitive Benefits

- Health insurance
- HSA & dependent care options
- Dental & vision
- Flexible Spending Account
- Life Insurance
- Long Term Disability
- Short Term Disability
- Employee Assistance Program
- 403(b) with employer match up to 4.5% after one year of service



Transportation

- Subsidized passes for Metro Transit buses and trains
- Discounted pre-tax monthly ramp parking
- Discounted bike locker rental
- Discounted Nice Ride annual membership



Paid Time Off



Complimentary Tickets

- To Guthrie productions



Discounted Tickets

- To all shows produced by the Guthrie
- To some performances hosted by the Guthrie



Classes and Camps

- Discounts to Guthrie classes and camps

Other Employee Perks

- Wellness Program
- Guthrie Store discount
- Costume Rentals discount
- Admission to opening night parties
- Affinity Groups
- Discounted Level Five Café and Express dining
- Frequent Sea Change restaurant discounts

A NOTE FROM HUMAN RESOURCES

For the safety of our guests and staff, the Guthrie Theater requires employees to be fully vaccinated against COVID-19. Documentation of vaccination status must be provided if an offer of employment is made.

Applicants must submit a **resume** to be considered for the position.

Apply online here: <https://recruiting.ultipro.com/GUT1000/JobBoard/47c392e4-6d7f-1e47-226b-ee862ea48cfb/OpportunityDetail?opportunityId=e778b671-216d-4ebc-a8b4-4772b1299220>