



WARDROBE/PROP SUPERVISOR

ARTS & LEARNING CONSERVATORY VISION

The best and brightest always have choices in the Performing Arts Industry. We exist to make high quality arts, equitable and accessible to all children, regardless of socioeconomic status.

The Arts & Learning Conservatory is a highly awarded, leading after-school arts provider in Orange County. Our high-quality arts programs are made accessible to all children regardless of income or background as our goal is to set students up for success in life artistically, academically, and socially. Founded in 2004, the Arts & Learning Conservatory (ALC) reaches nearly 1,500 children annually across numerous campuses throughout Southern California.

We want you to view your time with the Arts & Learning Conservatory as an investment in your future that includes growth along the way. The longer you stay with Arts & Learning Conservatory the wider the breath of opportunities and experiences you will gain and the greater impact you will make on the lives of our youth. We know that our overall success is a combined effort. So if you are looking for an opportunity to express and explore your passion as an accounting and operations professional, in a supportive and inspiring atmosphere, read on!

ARTS & LEARNING CONSERVATORY CULTURE

Students confidently explore the arts within a family-feel environment. We purposefully make each program meaningful, challenging, and impactful.

GENERAL RESPONSIBILITIES

The Wardrobe & Prop Supervisor oversees our costume storage room, maintaining and keeping track of show kits for school sites and assisting with pulling pieces for studio productions. Sewing, communication, and time-management skills required. Must be an upbeat team player who can be flexible and remain calm in stressful situations. The ideal candidate is eager to be the go-to person who knows what we have and where to find it. Must be able to lift and carry large plastic bins filled with costumes and props.

Duties include:

- Photographing costume pieces and props to create a visual catalogue of our inventory
- Keeping track of show kits checked out to school sites
- Helping to transport bins and racks to and from school sites
- Helping with costume fittings, setting up racks, and labeling at school sites
- Ordering or making pieces for school kits as necessary
- Inspecting show kits when they return to ensure kit is ready for the next site
- Costume cleaning, repairs, and maintenance as necessary
- Restocking costumes from the go-back rack
- Creating new show kits as needed
- Assisting studio production costumers with pulling pieces
- Maintaining a tidy and organized storage room

Job Requirements:

- 2+ years experience, or courses to meet requirements
- Experience working within children's theatre
- Excellent organizational skills
- Pleasant personality
- Experience sewing
- Team player

Position Reports to: Production Manager

How to Apply:

Send resume and references to: antionettec@artsandlearning.org 714-728-7100

Position: PT open until filled

Range: \$800-1200 per production; \$15+hr