

McCarter

Job Posting

POSITION: Wig Runner / Costume Assistant

DEPARTMENT: Production, Costumes

CLASSIFICATION: Full-time; Seasonal; Non-Exempt (Eligible for overtime)

REPORTS TO: Costume Supervisor

PAY: Minimum \$1,080/wk / \$27/hr

BENEFITS INCLUDE: Medical, vision, and dental insurance, flexible spending accounts, paid vacation, sick and personal time, paid staff holidays, life insurance, long-term disability insurance, employee assistance program (EAP), and a 403(b) retirement plan with employer match, as well as other perks.

LOCATION & SCHEDULE: This is an in-person position reporting to our Production Shops located at 755 Alexander Road in Princeton, NJ. Schedule will be based on production/performance and departmental needs, with some flexibility as determined with supervisor. Hours are generally 9:00am – 5:30pm; frequent nights, weeks, and some holidays, will be required.

START DATE: Mid-August 2023, exact date flexible

Organizational Summary

McCarter Theatre Center, centered between New York City and Philadelphia on the campus of Princeton University, is a creative and intellectual hub that inspires conversations, connections, and collaborations in our communities. We lead with justice and joy, and we seek beauty in belonging. McCarter is an independent, non-profit performing arts center that creates and curates engaging performances, education programs, and community partnerships. As a performing arts center, in addition to presenting artists both nationally and internationally, McCarter also produces its own theatrical events as part of our Theater Series. Shows in the Theater Series are produced “in-house” and unlike our presented events, run for several weeks.

McCarter is an equal opportunity employer committed to hiring, supporting, and promoting a diverse workforce and inclusive culture. McCarter is committed to fostering a diverse, anti-racist company and have begun that work in earnest; this work goes beyond our staff and production teams and includes engaging, educating, and cultivating a broad range of audiences, making the arts accessible to all people, and presenting a variety of entertaining and thought-provoking programming across disciplines. As such, McCarter seeks team members who: contribute to a diversity of backgrounds and experiences to support an expansive artistic vision; are committed to engaging in ongoing anti-racism and anti-oppression work collectively and individually; value collaboration, flexibility, and an openness to continuous personal and professional growth. Please review our staff-written Framing Statement on equity, diversity, inclusion, and accessibility, linked [here](#).

Position Summary

As a member of the Costumes team, the Wig Runner / Costume Assistant will serve as a wig runner for any produced or presented events that require wig, hair, or makeup support. The Wig Runner / Costume Assistant will work under the guidance of the Wardrobe and Wigs Supervisor and Wig Designer of each production. When not running wigs for shows, this position will assist on the wardrobe crew or in the costume shop.

Essential Functions & Duties

- Apply and remove wigs; provide hair and makeup assistance to performers.
- Share in dressing preparation and assistance to performers during performance calls and when costumes, wigs and/or makeup is used for rehearsal.
- Maintain the cleanliness and condition of wigs and costume pieces, preserving designed appearance.

- Collect, clean, and return all wigs to storage or vendors at the end of the run.
- Catalogue and maintain McCarter wig stock.
- Maintain organization and cleanliness of wardrobe and wig rooms, dressing rooms, and laundry areas.
- Provide wardrobe support for Presented Events and Produced Shows, working evenings, weekends, and holidays as needed.
- Assist in the Costume Shop when schedule permits.
- Maintain consistent awareness of institutional events, meetings, and other information via company email.
- Support and engage in safe working practices and follow all McCarter safety and code of conduct policies
- Participate in the work to make McCarter an anti-racist theater. Actively seek ways to improve our work practices to make the Production, and Costumes, department more Equitable and Inclusive, while upholding and exhibiting our stated values of Justice and Joy, Beauty, and Belonging.

Work Environment

- In-person work will largely be completed at our theater spaces at 91 University Pl with some work in the Production Shops spaces at 755 Alexander Road, in Princeton, NJ. Available space for personal items is in a shared workspace environment. All work is completed indoors, with air conditioning and heating.
- Position requires long periods of sitting, standing, walking, and kneeling, with a high level of dexterity.
- Will work with chemicals such as hair products, glues, paints, and dyes.
- The position will be required to work backstage with special effects present – loud noise, strobe lighting, fog, etc.

Qualifications

- Knowledge of and experience in wig design and construction, styling, application and maintenance; hair styling; use and application of theatrical makeup products.
- Excellent organizational and interpersonal communication skills.
- Experience on wig and/or wardrobe running crews.
- Ability to lift, push, or maneuver at least 40lbs., either alone or with assistance from others.
- Valid driver's license.
- Willingness to learn new methods of construction, skills, and equipment.
- Willingness and ability to work over 40 per week, sometimes on a flexible schedule (nights, weekends, and some holidays).
- Critical consciousness and/or open curiosity around EDIA and antiracism work, with a history or willingness to invest in inclusive work culture
- Ability to collaborate with diverse needs, personalities, and work styles with optimism and a solution discovery mindset
- Led by our core values, McCarter fosters and expects a culture of care and respect for the wellbeing of our staff. Individuals are strongly encouraged to be up to date on COVID-19 vaccinations, if they are able to do so; however, due to recent policy changes vaccination is no longer required.

Preferred Qualifications

- Knowledge of and experience in hand and machine sewing
- Working knowledge of costume industry machinery, including sewing machines, irons, and cutting tools.
- Knowledge of and experience in laundry, dry cleaning, spot removal, etc.

These job responsibilities may not include all assigned duties or aspects of the job described, and may be amended by McCarter at any time as needs and demands evolve.

We encourage all candidates to apply, even if they do not currently meet all qualifications. We know there are great candidates who may not have all of the qualifications listed above, but possess intuitive knowledge or other fully transferable skills. If that is you, don't hesitate to apply and tell us about yourself. McCarter is committed to on the job

training and mentorship. We also encourage candidates who do not live within commuting distance to apply. We are eager to tell you about the area, which includes many communities and towns outside of Princeton.

If you are interested in supporting McCarter's vision, we would love to hear from you.

Please email jobs@mccarter.org with your name and "Wig Runner / Costume Assistant" in the subject line. You do not need to submit a formal resume or cover letter, although they are welcome. Please submit a portfolio or examples of your work. Do also mention where you heard about the position; no general phone calls please. We look forward to learning more about you!

McCarter Theatre Center is committed to providing access and reasonable accommodation in the application and hiring process for individuals with disabilities if needed and requested. To request disability accommodation, please contact (609) 258-6500 and connect with Human Resources.