



Spark Cooperative | 7275 NE 4th Ave. #110, Miami, FL 33138 | (786) 529-2667

**POSITION:** Wardrobe Operations Supervisor (Virgin Voyages)

**LOCATION:** Orlando, Florida

## **REPORTING STRUCTURE**

Reports To: Sr. Manager of Operations

## **POSITION SUMMARY**

The Wardrobe Operations Supervisor oversees and leads our client's land based Costuming Operation, including overseeing the maintenance and inventories of all costumes, construction, fittings, and supporting the scope for ongoing projects and existing shipboard events and productions. This role is an integral part of our growing family; we have a strong entrepreneurial and friendly culture. The ideal candidate for this role is a self-starter, with exceptional communication, planning, time management and organizational skills, with the ability to manage multiple responsibilities at a time and be tremendously detail oriented.

## **QUALIFICATIONS**

### **Hiring Requirements**

1. Minimum of 5+ years in costuming operations for the Entertainment Industry in a leadership capacity
2. 2+ years' experience in the cruise industry is preferred
3. Proven experience in oversight of contracted labor is required
4. Strong knowledge of various Costuming disciplines, refined logistical and scheduling abilities, and exceptional time and project management skills

5. Strong understanding of theatrical paperwork, scheduling, and documentation
6. Resilience for changing priorities and urgent requests
7. Proactive and unafraid to seek out tasks and offer a helping hand
8. Work well under tight deadlines and with crew members from all over the world
9. Great energy and attitude of optimism
10. Thrive on working with a group of fellow all-star crew, while being yourself
11. Knowledge and experience in using key business tools (Google Apps, Word, Excel, PPT, etc.)
12. Desire & ability to work in an office environment, occasionally outside of normal business hours, and on weekends
13. Desire & ability to travel from time to time - on average 25%-30% travel time

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Oversight of Local Wardrobe Labor:
  - Identify, hire and lead a team of 3rd party stitchers, fabricators, and craftspeople in completing projects, fittings, alterations, and other tasks related to the ongoing wardrobe operation and on an as needed basis
  - Forecast long term labor needs in advance of cast changeovers, installs, and new builds for the client
  - Monitor the individual performance, scheduling, and delineation of tasks to the local labor
  - Train, supervise, evaluate, coach, and developing the wardrobe crew in your assigned area and maintain shoreside wardrobe training records including documenting positive and negative behaviors, administering feedback sessions, and providing evaluations in a timely manner
  - Ensure crew members and contractors are practicing safe work habits
2. Oversight of Wardrobe Operations:
  - Oversee the upkeep and organization of a dedicated Wardrobe section of client's Rehearsal facility which includes costume, shoe, make-up, and accessory storage; laundry, repair and alterations areas; and shipping / receiving and office workspaces

- Facilitate and oversee ongoing costume laundering, maintenance / repairs, and fabrication needs
- Develop and maintain a system of inventory and tracking of all wardrobe related items on client's vessels and in client's storage facility, with the ability to forecast ordering needs
- Source and order/procure ongoing costume replacement items for each new cast, including but not limited to; costume pieces, shoes, undergarments, accessories, make-up, hair products, and wigs
- Forecast budgets and expenses for new and replacement costume pieces, footwear, accessories, make-up, supplies, and equipment as they relate to ongoing handovers and rehearsal operations
- Continually review usage, wear and tear of items to help develop and source alternate costume pieces and elements to ensure the highest level of show quality and operational durability
- Serve as the primary point-of-contact for Shipboard Wardrobe Teams when it comes to costume specific items and needs
- Monitors the voyage show reports and creates timely action plans to support needs and adjustments of the teams onboard
- Communicate handover and install strategies to the ships, including names and info of contracted stitcher labor coming to assist, and the timelines, goals and deadlines the teams are expect to meet
- Oversees and arranges the movement of costuming items from the wardrobe facility to / from the ships, including packing and unpacking items in a timely manner
- Compile and update project books and costume bibles as reference source for the department
- Performing various tasks for assigned areas to include, but not limited to, attending meetings, wardrobe documentation, checking/responding to email in a timely manner, creating/maintaining personal & shipboard calendars and assisting rehearsal operations when necessary

### 3. New Production Build Support

- Partner with the client's Sr. Manager, Production to work with designers, both internal and external, in monitoring costume design concepts and help proposal long term feasibility

- Work with external producers when new shows are developed by outside creative teams; acting as liaison between internal and external partners throughout the production process as it relates to wardrobe sustainability
  - Supports creative development, pre-production, rehearsal, and the ongoing operation of Entertainment offerings as it relates to costume pieces and elements
  - Assists in local sourcing of supplies and materials when needed during the show build phases at client's Rehearsal Facility
4. Daily Rehearsal and Wardrobe Facility Support - This position will be based out of the client's Rehearsal and Training Facility located in Orlando, FL and will have scheduled working hours out of that office and provide operational support including:
- Opening up and closing up for teams, at the start and end of working days
  - Receiving shipments and deliveries during business hours and off hours when needed
  - Cataloging and distributing shipments to proper teams as they arrive
5. All other duties as assigned