



Job Description

I) TITLE: Ballet Austin TWO Wardrobe Manager

DEPARTMENT: Production

GRADE: 46 weeks, Full-time – 40 hours per week, Benefits eligible

SALARY: \$50k

FLSA: Exempt

START DATE: August 10th, 2026

II) **POSITION SUMMARY:** Ballet Austin is hiring an experienced Wardrobe Manager for Ballet Austin TWO, Butler Fellows, and Ballet Austin Academy productions. This role primarily oversees the costume and costume craft needs for all Ballet Austin TWO, Butler Fellows, and Ballet Austin Academy productions. An ideal candidate has a background in costume construction, costume crafts, and wardrobe management during performance runs. A candidate must also have strong organizational skills, time management skills, exceptional communication skills, and the ability to collaborate effectively in a team environment.

III) **COMPANY:** Ballet Austin, located in the heart of downtown Austin, is among the 20 largest classical ballet companies in the country. It operates one of the largest combined training facilities associated with a professional ballet company in the United States. Ballet Austin is a 501(c)3 nonprofit organization with a rich history, featuring original, acclaimed productions and a commitment to creating accessible programming.

IV) RESPONSIBILITIES:

- For Ballet Austin TWO, Butler Fellows, and Ballet Austin Academy Productions:
 - Wardrobe Manager for all productions in Ballet Austin's Austin Ventures Studio Theater (AVST) and touring productions
 - ◆ Set up dressing rooms, prep costumes for performances, provide dressing help, orchestrate quick changes, and do laundry
 - ◆ Organize, pack, load-in, run, and load-out all costumes needed for tours
 - Design, shop, build, fit, and alter all costumes and costume crafts needed for productions
 - Schedule costume fittings
 - Create and maintain costume inventories, dressing and laundry lists, and costume run sheets
 - Schedule, direct, and supervise any crew or student volunteers needed for costume prep before, during, or after productions
 - Maintain Ballet Austin TWO, Butler Fellows, and Ballet Austin Academy costume storage at Ballet Austin and off-site warehouse
- For Main Company Productions in the Joe R. and Teresa Lozano Long Center for the Performing Arts
 - Paint and maintain all shoes needed for performances
 - Maintain shoe paint inventory
 - Act as a dresser for all performances
 - Schedule, hire dressers, and manage Nutcracker Academy costume fittings
 - Hire, train, and manage Nutcracker Academy dressers

- Schedule fittings (together with the Academy Rehearsal Director), run fittings, and dress any Academy students in Main Company productions
- Other duties as assigned
- All work should be performed with a direct reflection of the mission and values of the organization

V) **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Ability to lift 30lbs, walk up and down multiple flights of stairs, and stand for extended hours during production week

VI) **EDUCATION AND EXPERIENCE:**

- Minimum qualifications: 3yrs+ Theatrical costume shop draper, stitcher, and dresser
- Preferred qualifications: Experience with dancewear and costume needs for dance

VII) **COMPETENCIES -- KNOWLEDGE, SKILLS AND ABILITIES:**

- Highly proficient in:
 - Theatrical costume draping, patterning, stitching, and dressing
 - Theatrical costume crafts including headwear, fabric painting, and color matching with paint and dye
- Attentive to detail, resourceful, and adaptable
- Strong ability to troubleshoot and problem-solve in a time-sensitive production environment
- Exceptional verbal and written communication skills
- Ability to collaborate with multiple departments using effective and positive communication skills
- Experience with Microsoft Office Suite
- Ability to work flexible hours, including nights, weekends, and overtime during production weeks
- Must have valid driver license and be able to drive a 15-passenger van
- Must pass background check

VIII) **ORGANIZATIONAL RELATIONSHIPS:**

- Reports to: Costume Shop and Shoe Manager
- Supervises: IATSE crew and student volunteers
- Peer collaboration/communicates with: Production and Artistic Staff

IX) **APPLICATION**

Please send Resume, Digital Portfolio, Cover Letter, and References to

miriam.jurgensen@balletaustin.org

Please, no phone calls.

BACKGROUND SEARCH REQUIRED

Ballet Austin is committed to enhancing the diversity of our student body, faculty, and staff. Hiring and other employment-related decisions are made on the basis of an individual's qualifications, past experience, overall performance and other employment-related criteria. In conjunction with Ballet Austin's commitment to increasing the racial diversity within our organization, we are particularly interested in receiving inquiries from applicants of color. It is the policy of Ballet Austin to provide equal opportunities for employment and advancement for all individuals, regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.