

**Job Title:** Wardrobe Manager  
**Reports to:** Executive Director; (secondary) Company Manager  
**Job Purpose:** To manage wardrobe for the longevity of use in support of Calpulli Mexican Dance Company's mission and artistic vision

### **ORGANIZATIONAL MISSION**

The Calpulli Mexican Dance Company (hereafter Calpulli or organization) is a premiere arts organization based in New York City that tours domestically and internationally with a message of honoring and celebrating Mexican people and our stories. Calpulli was founded in 2003 with the mission of celebrating the Mexican community through dance including live music. To this end, the organization produces performances via its international touring company, designs arts-in-education experiences for all ages, and leads community outreach activities in the northeastern USA.

### **POSITION SUMMARY**

The Wardrobe Manager prepares costumes prior to performances, reorganizes costumes after shows, and provides general maintenance and order to Calpulli's important costuming throughout the year. The position requires the ability to travel to a storage unit in East Elmhurst, Queens. Wardrobe and costuming are terms interchangeable for the purposes of the role definition, and they refer to the assets for the professional touring company and community and arts-in-education costuming assets. A small portion of the work may be conducted remotely; however, the vast majority of the work must be delivered in person at performances in and around New York City and while the company is on tour. The part-time position is as an employee who will work an agreed upon weekly number of hours and per project as needed.

### **Duties, Values and Responsibilities:**

#### **General Maintenance**

- Provide general maintenance and/ or organization to Calpulli's vast costuming/ wardrobe, props, scenery, and culturally-specific garments including repairs
- Organize the storage units that house Calpulli's costumes and related supplies so they are efficiently accessed and searchable
- Create and maintain an inventory of costumes and related materials found at the storage locations
- Identify costuming and related materials to be repaired and repairs on site (at a different location in East Elmhurst from the storage unit)
- Create a labeling system to be used by to assign costuming and track inventory
- Identify any materials or needs to be purchased or repaired
- Prepare materials for washing and offsite transport
- Ensure the safety of performers/ artists using the costuming and related materials as related to costume maintenance
- Continuously look for opportunities to enhance costume management and use including streamlining process for changing in/out costumes, minimizing wardrobe for all performances especially tours, and help minimize costs to Calpulli while enhancing wardrobe management
- Create and maintain resources for performers to understand how costuming should be used and returned
- Resize and customize wardrobe as needed and possible for performers



### **Performances and Events**

- Proactively gather, understand, and prepare the costuming and related materials needs for all events and performances
- Gather and maintain sizing information for all company performers to facilitate wardrobe preparation and accommodate changes in casting
- Prepare costuming needs prior to performances for pickup at the storage facility
- As available, help with the load in and load out of wardrobe and related materials at performances and events
- As available, attend performances and events to address wardrobe needs and management
- Provide information to be included in technical riders and potentially liaise with venues about wardrobe management to ensure clear expectations and efficient delivery of wardrobe
- At performances, repair and assist with set up and storage of wardrobe including ironing, steaming, assembly (of headdresses and other elaborate costuming)
- At performances, assist with quick changes and address wardrobe needs

### **QUALIFICATIONS**

- 2 years + experience in Wardrobe Management
- Ability to sew by hand and on sewing machine for elaborate repairs and adjustments
- Working knowledge of dance and performing arts events
- Highly organized with strong ability to prioritize and work within time constraints
- Constructive, adaptable, and solution-oriented mindset to troubleshoot quickly
- Great verbal and written skills, bilingual (Spanish and English) preferred
- Valid driver's license preferred
- Willingness to travel in the USA

### **COMPENSATION**

\$25 per hour and per project compensation

### **TO APPLY**

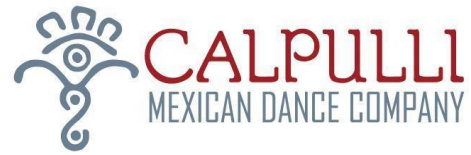
Interested individuals please email your cover letter, resume, and/ or curriculum vitae to Company Manager, Lisa Javelas at [lisa@calpullidance.org](mailto:lisa@calpullidance.org) with the subject line "**Wardrobe Manager.**" Individuals proceeding to the interview process will be requested to provide references.

### **LOCATION**

Calpulli Mexican Dance Company's wardrobe and related supplies are stored at the following location: Uhaul Storage, 2645 Brooklyn Queens Expy W, Woodside, NY 11377. The organization and preparation of supplies will take place here. Because there are no amenities like electricity at the storage, repairs can be completed at our home office located here: 2512 77th St., East Elmhurst, NY 11370.

### **NONDISCRIMINATION POLICY**

It is the policy of Calpulli Mexican Dance Company, Inc. to provide equal employment opportunities in compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, veteran status, genetic predisposition, or carrier status.



Calpulli Mexican Dance Company, Inc. is committed to assuring equal employment opportunity and equal access to services, programs and activities for individuals with disabilities. It is the policy of the Calpulli Mexican Dance Company, Inc. to provide reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed.

The policy applies to all employment and independent contractor practices and actions. It includes, but is not limited to, recruitment, job application process, examination and testing, hiring, training, disciplinary actions, rate of pay or other compensation, advancement, classification, transfer, and promotions.

Updated: December 2025