

POSITION DESCRIPTION

Position:	Wardrobe Specialist
Department:	Backcountry Warehouse
Reports To:	Backcountry Warehouse Manager
Desired Availability:	May 20 – August 31

Philmont Standards

- Must be at least 18 years of age by start of employment; some positions require a minimum age of 21 by start of employment
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a completed BSA Annual Health and Medical Record to the Infirmary upon arrival
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

Position Overview

The Wardrobe Specialist is a member of the Backcountry Warehouse staff and an integral part of the Philmont Team. This person is directly responsible to the Backcountry Warehouse Manager. This position is responsible for the supporting of our living history programs through the issuing, maintenance, repair, resupply, and inventory control of the backcountry wardrobe.

Primary Duties & Responsibilities

- Responsible for the maintenance, repair, and upkeep of the Philmont interpretive wardrobe closet for use in the delivery of Philmont's living history programs
- Help maintain adequate inventories on all wardrobe supplies and materials and ensure all inventory control methods are in place
- Maintain adequate records of deliveries, maintenance performed, shipping, and supply orders and deliveries using the proper forms and documents provided by Philmont
- Maintain a regular delivery schedule of supplies, clothing, and completed repairs to ensure wardrobe items are returned quickly and efficiently to backcountry staff
- Maintain a clean and efficient workspace in the Wardrobe Room and in the Backcountry Warehouse
- Anticipate wardrobe supply needs and prepare order requests as necessary through the course of the summer and ensure they are submitted to the Warehouse Manager in a timely manner for submittal and receipt
- Make periodic site visits to each living history program to review wardrobe use at camps, assist staff with questions they have regarding the care of their issued clothing, and for ideas on improving or adapting the wardrobe at the camp
- Perform an opening and closing inventory of the Wardrobe Closet

- Complete an end of season report for the Associate Director of Camping
- As a member of the Backcountry Warehouse staff, assist with the daily operation of the BCW by preparing orders, interacting with staff, repairing of broken materials, recordkeeping, etc. (Wardrobe needs take precedence, but the BCW needs the support of all staff members to ensure all camps can provide program to our participants)
- Assist with other staff responsibilities as directed by the Backcountry Warehouse Manager or Associate Director of Camping to ensure the mission of Philmont Scout Ranch is carried out

Qualifications/Experience

- Previous experience working in a wardrobe department
- Experience in sizing, measuring, fitting, and working with interpreters/actors in a professional manner
- Knowledge of different types of fabrics and wardrobe materials and how to care for them
- Skilled in machine and hand sewing techniques for the repair and alteration of wardrobe clothing
- Experience in using patterns and garment construction skills is ideal
- Leather repair/shoe cobbling, hat repair/millinery skills are also ideal
- Skilled in the use of irons, steamers, washing machines, dryers, dyes, and patches to allow for the proper care of clothing items
- Knowledge in the history of clothing items as it applies to the time periods and themes of Philmont Backcountry camps
- Ability to function well in a high-paced and at times stressful environment
- Computer literate on Microsoft Office applications for use during research, reports, ordering requests, and email, and for use of Wardrobe Management software

Physical Requirements & Work Environment

- Occasional trips to the backcountry to visit Living History camps are expected, which will require meeting the hiking requirements for Philmont Scout Ranch.
- Must be able to lift and handle materials up to 70 lbs.

Additional Information

For more information on Philmont’s living history program, visit:

<https://www.philmontscoutranch.org/jobs/hired/interpinfo/>

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Updated: 8/18/2020