



90 Benchmark Road, Suite 300

Avon, CO 81620

POSITION: Wardrobe Assistant, Vail Dance Festival

LOCATION: Vail Valley, Colorado (Vail, Avon, Edwards, Eagle)

STATUS: Active

VAIL VALLEY FOUNDATION – OVERVIEW

Since our inception in 1981, the Vail Valley Foundation’s mission has been to “provide leadership in athletic, cultural and educational endeavors to sustain and enhance the quality of life in the Vail Valley. We have the privilege of annually providing the Vail Valley with a vast array of world-class events and programs, literally and figuratively bringing the world to the Valley and introducing the Valley to the world.

Fueled by the generous support of donors, coupled with the support of the community and its volunteers, the Foundation is responsible for such treasured annual events as the Birds of Prey World Cup, Vail Dance Festival, the GoPro Mountain Games, free community concert series such as Hot Summer Nights and two spectacular performing arts venues in the Gerald R. Ford Amphitheater in Vail and the Vilar Performing Arts Center in Beaver Creek. In addition, the Foundation periodically brings major international events to Vail and Beaver Creek such as the 2015 FIS Alpine World Ski Championships.

The VVF education efforts are focused on one goal—to give every child in Eagle County, access to education-based programs that ignite passions and expand horizons. To achieve this goal, the foundation identifies educational gaps from cradle to college and then develops and funds programs that provide youth with the skills, confidence and support to become outstanding leaders in the community and the world. Tens of thousands of students have benefited from our education and enrichment work over more than three decades. With programs that include the Magic Bus, Power Hours, COPA Soccer, GirlPowHer, The CLUB, Dollars for Scholars, and AmeriCorps Peak Pathfinders, YouthPower365 helps our community’s youth reach their potential.

WARDROBE ASSISTANT, VAIL DANCE FESTIVAL

This position works closely with the Costume Director, Production Manager, Director of Production and other staff to execute the Vail Dance Festival. This individual is responsible for assisting in all wardrobe and costuming needs and for the Vail Dance Festival, as well as proactively providing support where needed to ensure a seamless, successful event. This individual is the on-the-ground, in-the-moment problem solver who quickly adapts to any situation and executes effective solutions to any issue. Key elements of this position rely heavily on this position's ability to maintain open lines of communication, lead by service and maintain a standard of care that creates a warm and pleasant environment for everyone involved in the Festival. Collaboration and teamwork with other VVF departments is integral to the success of this position. This position directly reports to the Costume Director and Production Manager and works closely with other Vail Valley Foundation staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Wardrobe

- Assist the Costume Director in managing all costuming and wardrobe for visiting companies, individual artists, and choreographers attending Vail Dance Festival.
- Assist with any wardrobe and costuming needs for all programs including the NOW: Premieres program.
- Help assign tasks and manage the Wardrobe Assistants throughout the Festival period.
- Steam, iron, and launder costumes as needed.
- Execute costume alterations, repairs, and production as needed.
- Oversee all costuming and wardrobe for Dancing in the Park in Avon, CO.
- Transport and set up all supplies and costumes for all performances including shows at the Vilar Performing Arts Center and Nottingham Park in Avon.
- Help manage all costume shipping and returns.
- Assist in the load-in and load-out of the Gerald R. Ford Amphitheater.
- Maintain a clean and organized workspace.

Other

- Provide clear and consistent communication Wardrobe team, artists, Production team, and artistic team to ensure all needs are met.
- Proactively identify, resolve, and communicate potential issues or concerns that may affect staffing needs or schedules.
- Provide clear and consistent communication to Operations and Logistics team to ensure all artist needs are met.
- Work together as a team with other staff to create a safe, positive, and healthy work environment.
- Participate in orientation and training activities such as pre-festival virtual meetings and in-person activities to promote professional development, team-building, and institutional knowledge.
- Assist as needed in additional tasks related to successful execution of the Vail Dance Festival.

REQUIREMENTS FOR POSITION:

- Proven organization, time-management, administrative and computer skills.
- Previous wardrobe and costuming experience.
- Ability to create an environment conducive to teamwork, professionalism and willingness to go above and beyond to accomplish the end product.
- Previous experience working and excelling in a fast paced, multi-level, project-based environment with emphasis on timelines, quality and delivery.
- Self-initiative, attention to detail and a customer-centric philosophy.
- Capable of remaining focused and calm under stressful situations and able to quickly adapt to changing conditions.
- Exceptional relationship management and problem-solving skills.
- Excellent communication skills.
- Team approach and willingness to assist others when called upon.
- Willingness to work in outdoor conditions with variable weather.
- Effective time management and prioritizing of tasks.
- Ability to perform physical labor.
- Advanced English skills, both written and oral.
- Must be able to successfully pass a background check and have a valid driver's license.
- Must be legally authorized to work in the United States.

ADDITIONAL PREFERRED SKILLS:

Special events and festival experience. An interest in the arts, specifically dance is not required but preferred.

BENEFITS AND COMPENSATION:

This is a temporary, part-time, hourly non-exempt position. This position begins July 29, 2026, in-person in Vail, Colorado during the Festival. This position will conclude after the Festival on August 11, 2026.

This position is paid an hourly rate of \$16.50/hour with a set minimum compensation of \$2,400.00.

From July 28, 2026, to August 11, 2026, the Vail Dance Festival will provide shared accommodations for this position in the Vail, Colorado area. The Vail Dance Festival will book and arrange all necessary travel to/from the Festival, including domestic air travel and ground transportation in Colorado.

TO BECOME A CANDIDATE:

Send a cover letter and resume to Harper Addison at haddison@vvf.org.