



JOB POSTING

Assistant Head of Wardrobe

Deadline: August 5, 2022

The Arts Club Theatre Company is Canada's largest not-for-profit urban theatre company. The Arts Club Theatre Company produces professional live theatre at three locations - The Stanley Industrial Alliance Stage, Granville Island Stage and Production Shop and the BMO Theatre Centre as well as offering productions on tour throughout the province. The Arts Club Theatre Company offices, rehearsal halls, workshops, and theatres are all located on the unceded, ancestral and traditional shared lands of the x^wməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tseil-Waututh) Nations.

The Arts Club Theatre Company is in an exciting period of transition as we look ahead to a full production line up for the coming season. We are looking closely at how we practice theatre and believe the Arts Club should be a great place to work for all. We value determination, curiosity, creativity and comradery. We strive to provide a safe work environment, both physically and mentally, and we have made ongoing commitments to inclusion, anti-racism and anti-oppression. We want the stories we work together to tell to have nuanced and varied perspectives.

Who are we looking for?

The Assistant Head of Wardrobe is a permanent part-time role (40 hours a week for 40 – 48 weeks) and a key part of our production team. They will be self-motivated with the ability to work independently and possess good organizational and time management skills. They will have strong skills as a crew chief and staff supervisor. The candidate will have the ability to remain calm and diplomatic in stressful situations and when working with designers, directors, performers, stage managers and other personnel from diverse cultures and backgrounds. Historically we produce around 18-20 productions a year.

We are looking for someone passionate, who is excited to help turn vision into theatre. They will work with dozens of creative colleagues, artisans and designers, each who works hard towards our goal of creating the *best art*. Creativity will be key to working towards solving ever shifting priorities & challenges. Each show is a unique set of conditions and puzzles that will require your attention to detail, your organization, your technical know-how and your creative and compassionate eye. Leading a team, we need someone who is an effective collaborator and communicator

What is the job?

- Assist with development of wardrobe production and maintenance personnel
- Supervision of casual staff and the ability to set reasonable deadlines and hold staff to them
- Step in for the Head of Wardrobe in case of absence
- Fill in where required as a Cutter/Stitcher/Dyer/Breakdown/Buyer etc
- Work closely with Designers, Stage Managers and Dressers

- Attend production meetings and fittings
- Assist with ordering wardrobe supplies and show purchases
- Assist with ensuring the design integrity of costumes
- Ensure proper use and maintenance of facilities, tools and equipment
- Develop and maintain a safe working environment and safety procedures for staff

What are the required skills and qualifications?

- A broad range of experience and knowledge in all aspects of theatrical costume production
- Thorough knowledge of all aspects of theatrical wigs, facial pieces and make-up
- Proven patternmaking, cutting, draping, construction techniques, and sewing experience
- Proven ability to supervise, train, and support assigned staff
- Ability to establish priorities, report on projects and achieve deadlines
- Take direction and work under time constraints with minimal supervision
- Ability to create and maintain paper work such as breakdowns and running tracks
- Practical experience with MS Office Suite including Excel and Google Documents
- Excellent communication skills
- Good written and verbal communication skills in English

What are the Mandatory requirements?

- one (1) year experience as Assistant to Head of Costumes in a professional theatre company or an equivalent combination of education, training and experience
- five (5) years' experience in costume construction, design, painting, dying and maintenance procedures

Where will preference be given?

- Preference will be given to candidates who are members of IATSE local 118
- Supervisor Safety
- WHIMIS
- OFA Level 1 certificate
- Valid B.C. drivers' license

What are the conditions and remuneration?

- Work is based on a full-time 40-hour work week for approximately 40 – 48 weeks of the year, August to June
- Overtime hours worked can be banked and paid out at the employees' discretion
- Hourly rate is set by IATSE Collective Agreement (Sept 21-22: \$29.19/hr)
- Option to be included in IATSE RRSP Matching Program
- Comprehensive Benefits Package through IATSE Local 118
- Vacation days and PTO for illness and emergency as defined by the ACTC/IATSE CBA
- Location of job is primarily at the BMO Theatre Centre in Olympic Village
- Offices are located in Vancouver, BC at the BMO Theatre Centre in Olympic Village and on Granville Island

How to Apply:

The Arts Club is fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs; and we strongly welcome and encourage those who self-identify as coming from underrepresented communities to submit.

Access and inclusion are deeply important to us. For those who have barriers to access to any part of our process as laid out, please don't hesitate to reach out to us and we will happily work with you to create a process that is accessible to you.

If this role sounds exciting and you'd like to learn more, please send your resume and cover letter to humanresources@artsclub.com.