



**ENDLESS
POSSIBILITIES**
on every
stage.

JOB POSTING

Wardrobe Maintenance (Leave of Absence Replacement)

We're looking for a Wardrobe Maintenance person, and we're hoping that person is you! Now is an exciting time to join our company!

About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. The Arts Club offers the best in professional theatre and has staged over 650 productions. We are grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlíl̓wətaʔ/Selilwitulh (Tseil-Waututh) Nations.

We are British Columbia's largest non-profit cultural employer- hiring more than 500 artists, staff, and crew to stage up to 20 shows annually. We educate and cultivate students and theatre lovers of all ages—over 2,500 people engage in our education and professional development programs annually. We support artists and other arts organizations through professional engagement activities, believing firmly that an investment in the industry benefits all. We are a major economic driver in the areas surrounding our venues—our theatres attract a quarter million theatre patrons to dine and shop in the South Granville, Olympic Village, and Granville Island neighbourhoods.

Our Mission

To inspire and nurture artists and audiences through cultural experiences that are engaging, thought-provoking, and artistically innovative.

Our Vision

A community that, through storytelling, is inspired to reflect on who we are and who we can be.

Our Values

- ❖ **Determination:** We have the drive to continue to move forward, with a respectful nod to our tenacious past and a fearless embrace of our future. It is through this forward momentum that we ensure we are the artistic leaders of our community.
- ❖ **Curiosity:** We have a strong desire to know more; about ourselves, our art, and our patrons. This spirit is reflected in our willingness to make room for diversity of thought. This exploration of different viewpoints and ideas is reflected in our engagement with each other, with our art, our peers, and our community.
- ❖ **Creativity:** We use our imaginations to explore our artistic practice and champion innovation in all the work that we do. We believe in the depth of our local talent and use our resources to showcase it.

- ❖ **Comradery:** We interact with each other with good-fellowship and levity. Our spirit of generosity and warmth is seen in our empathy towards each other, our artists, our patrons, and our community. This allows us to embrace differences and makes us stronger.
- ❖ **Safety:** The health and well-being of each other and our community informs our work and creates a safe, inviting, and inclusive space for all who enter and interact with us. We commit to constantly review our practices to ensure they are anti-racist and non-discriminatory. We are fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs.

We also strive to provide a safer 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.

JOB SUMMARY

The Arts Club Theatre is currently accepting applications for the position of Part-Time Irregular Wardrobe Maintenance. This is a union position under IATSE 118. Hours of employment may vary and will be dependent on the specific demands of our respective productions and their schedules. Hours will at times be odd, with work on early mornings and weekends. The Wardrobe Maintenance will work under the supervision of the Head of Costumes.

DUTIES AND RESPONSIBILITIES

- To care and maintain all costumes, shoes, undergarments, hats and costume related personal props such as gloves, jewelry, fans etc.
- To clean all show garments on a regular scheduled basis.
- To ensure that all costumes are properly pressed or steamed prior to each performance.
- To assist the Head of Costumes with inventory and inspection of all costumes and costume repairs.
- To label, hang, and store costume pieces.
- To assist with costume rentals.
- To occasionally pickup and drop off the costume pieces at the theatres.

SKILLS AND QUALIFICATIONS

- Good knowledge of repairing and cleaning techniques
- Hand and Industrial Machine Sewing Skills
- Proven skills as a qualified seamstress in a professional setting
- Self-motivated, ability to work independently and possess good organizational and time management skills.

MANDATORY REQUIREMENTS

- Prior theatre / costume experience
- Valid B.C. Driver's License.

ADDITIONAL DETAILS

- ❖ **Salary:** \$28.61/hr (\$28.61 until Sept 1, 2025, then raised to \$30.04). Hourly rate is set by IATSE Collective Agreement.
- ❖ **Duration:** August 11th, 2025 – Jan 15th, 2026 (With possibility of extension)

- ❖ **Employment type:** Part-time irregular* (according to IATSE Collective Agreement). Approx. 24 hours per week.
- ❖ **Employment Standards follow the IATSE 118/ACTC Collective Agreement**

Where will preference be given?

- Knowledge of wig maintenance

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.

If this role sounds exciting and you'd like to learn more, please send your resume and cover letter to humanresources@artsclub.com with the subject: Wardrobe Maintenance– Arts Club Theatre Company – Your Name.

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.

To enhance accessibility, you are also welcome to submit your application in one of the following formats: Word Document, PDF Document, Audio File, Video File, request a face-to-face Zoom application process, or suggest a format that is more accessible to you.

Application Deadline: August 1st, 2025