

ALBERTA THEATRE PROJECTS

JOB POSTING – HEAD OF WARDROBE

At Alberta Theatre Projects, we create world-class contemporary theatre that blurs the line between the audience and the artist, by telling the most provocative and engaging stories of our time. By embracing the intimacy and unique audience configuration opportunities of the Martha Cohen Theatre, we offer an exciting new experience for our audience with each production.

ABOUT THE POSITION

Alberta Theatre Projects is looking for a team-oriented individual to fill the role of Head of Wardrobe. This is a seasonal full-time position with work expecting to commence on January 30, 2023 and concluding on April 21, 2023, with renewal for future seasons guaranteeing at least 18 full weeks of work between August and April.

This position requires a flexible work schedule due to operational needs of Alberta Theatre Projects and events taking place in the Martha Cohen Theatre, including frequent evening, weekend, and holiday work.

RESPONSIBILITIES

- Coordination of all wardrobe construction activities, including ensuring that wardrobe construction stays on schedule and within assigned budgets
- Working with designers to translate plans to what's on stage
- Liaising with stage management with regards to scheduling fittings, establishing rehearsal requirements, etc.
- Management of the wardrobe shop and related personnel
- Assisting with the recruitment of wardrobe personnel
- Assist in the budgeting of the wardrobe department and provide a cost estimate for all designs in advance of construction
- Tracking and reporting all wardrobe and related expenditures
- Purchasing costume pieces, fabrics and accessories
- Production of all required paperwork for the running crew
- Ensuring all wardrobe activities are performed in a safe and orderly manner consistent with company policy, practice and procedures
- Reading all scripts for ATP productions prior to the first day of the build

WHAT YOU BRING TO ALBERTA THEATRE PROJECTS

- 3+ years professional work experience in a theatrical work environment, and preference will be given to those with management experience
- Excellent interpersonal skills
- Detailed knowledge of wardrobe construction
- Budget management skills
- Knowledge of Health & Safety compliance
- A valid driver's license
- Team player with a good general knowledge of all aspects of theatre and live performance

WHAT WE CAN OFFER

Working conditions, wages, and benefits for this role are in accordance with the Collective Agreement between IATSE Local 212 and Alberta Theatre Projects. The remuneration is \$30.26 per hour.

ALBERTA THEATRE PROJECTS

JOB POSTING – HEAD OF WARDROBE

COVID-19 VACCINATION

Alberta Theatre Projects is extremely conscious of the health and safety of our workforce and audiences. As a condition of employment, all Alberta Theatre Projects' employees must be fully vaccinated against COVID-19 using a Health Canada approved vaccination dosage before any in-person shifts commence. Employees must provide proof of their vaccination status to our human resources department.

DIVERSITY, EQUITY, AND INCLUSION

Our commitment to DE&I is woven into our values and belief that our organization is strongest when we embrace our communities' lived experiences, regardless of what we look like, where we come from, or whom we love. That means building a more equitable, inclusive workplace and promoting daily actions that reinforce our DE&I commitment to the audiences we serve.

APPLICATION PROCESS

Please email a letter of interest and resume in confidence to the General Manager, Claudina Morgado, at cmorgado@atplive.com. Deadline to submit your application is by October 28, 2022.

Alberta Theatre Projects is committed to reflecting the diversity of our community. We believe in equality and inclusion and strongly encourage submissions from all qualified individuals regardless of gender, age, race, sexual orientation, and physical ability. We also encourage you to self-identify as you are comfortable in your application. If you require any accommodations during the recruitment process, please let us know in the application process.

Thank you to all applicants. Only those selected for interviews will be contacted. No phone calls, please. For more information about Alberta Theatre Projects please visit our website <http://www.albertatheatreprojects.com>