

ALBERTA THEATRE PROJECTS

JOB POSTING: HEAD DRESSER

Alberta Theatre Projects (ATP) is preparing for our 2026-2027 season of live, professional contemporary theatre in Calgary and is seeking a qualified and enthusiastic Head Dresser to join our production team.

Reporting to the Production Manager and Technical Director, the Head Dresser is responsible for coordinating and maintaining a safe, efficient backstage environment for productions presented at the Martha Cohen Theatre. This role plays an essential part in ensuring the successful execution of performances through careful preparation, organization, and collaboration with artists and production staff.

The ideal candidate will demonstrate strong technical and interpersonal skills, exceptional attention to detail, and the ability to work effectively as part of a collaborative and fast-paced team. They will bring a positive, solutions-focused attitude and a genuine commitment to supporting the creation of outstanding live theatre.

ABOUT ALBERTA THEATRE PROJECTS

ATP is a resident company in the Martha Cohen Theatre that is located within the Werklund Centre. At ATP, we create world-class contemporary theatre from our home in the Martha Cohen Theatre. We are a national leader in new play development. Programming is driven by the collision of diverging ideas, points of view, class, gender, or cultural perspectives and is selected from the finest Canadian and international plays and new works commissioned and developed in-house. Our productions radically explore our space, blurring the line between the audience and the artist through multiple seating configurations each season.

OUR VALUES

Kindness

We lead with kindness, respect, and integrity in every aspect of our work and interactions.

Excellence

We are committed to exceptional quality in our productions, operations, and the experiences we create for artists, audiences, and staff.

Inclusiveness

We celebrate diversity and foster meaningful human connection through a culture of accessibility, belonging, and respect.

Innovation

We embrace creativity, curiosity, and imagination, continually exploring new ideas both onstage and behind the scenes.

Community

We bring together people from across our city, province, and country to share in the transformative power of storytelling

RESPONSIBILITIES

- Create, maintain, and archive all wardrobe documentation required for run of show, including costume tracking, laundry schedules, maintenance logs, and show paperwork.
- Develop and implement costume maintenance, cleaning, and laundering schedules, and oversee the ongoing care of all costumes, accessories, and wardrobe-related items to ensure they remain performance-ready throughout each production.
- Coordinate effectively with Resident Theatre Companies to ensure the efficient and respectful use of shared spaces and resources.
- Serve as primary wardrobe crew for all ATP performances.
- Maintain a clean, organized, and safe wardrobe workspace, including wardrobe maintenance areas, storage spaces, dressing rooms, and quick-change locations.
- Monitor wardrobe equipment and coordinate routine maintenance, repairs, and replacements as required.
- Track, coordinate, and execute all costume changes, including complex quick-changes, in collaboration with Stage Management and production staff.
- Monitor show and stage specific wardrobe inventory and maintain accurate records of repairs, maintenance, replacements, and supplies.
- Collaborate with the Costume Designer, Wardrobe Department, Stage Management, and other production departments during planning, installation, rehearsals, and performances.
- Liaise with Stage Management throughout the rehearsal and performance process.

ALBERTA THEATRE PROJECTS

- Read and become familiar with all ATP production scripts prior to the commencement of rehearsals and production build periods.
- Attend production meetings, staff meetings, technical rehearsals, dress rehearsals, notes sessions, and other production-related meetings as required.
- Identify staffing requirements and coordinate wardrobe labour resources in consultation with management, adjusting schedules as production needs evolve.
- Manage and supervise assistants to the Head Dresser.
- Lead the setup and organization of dressing rooms, quick-change areas, and costume preset locations for rehearsals and performances.
- Assist the Wardrobe Department with costume preparation, maintenance, fittings and production-related tasks as required.
- Provide recommendations to management regarding departmental needs, operational improvements, and budget requirements.
- Ensure compliance with ATP policies, health and safety procedures, and the applicable IATSE Collective Agreement.
- Foster a professional, respectful, inclusive, and collaborative work environment that reflects ATP's values.

JOB REQUIREMENTS

- Exceptional interpersonal skills with strong oral and written communication competence.
- Excellent organizational ability
- Excellent knowledge of fabrics and experience with garment care and maintenance
- Knowledge of basic wardrobe construction
- Basic proficiency with both hand and machine stitching required.
- General knowledge of hair and wig styling and maintenance
- Theatrical makeup/ prosthetics experience is an asset
- Understanding of health and safety compliance, with the ability to promote a positive team environment.
- Proficient in Excel and Word programs
- 3+ years professional work experience in a theatrical work environment, and preference will be given to those with supervisory experience
- A passion for performing arts and the creation of new work
- Ability and enthusiasm for working in a collaborative, adaptive team environment
- Team player with a good general knowledge of all aspects of theatre and live performance

This position requires a flexible work schedule due to operational needs of ATP and events taking place in the Martha Cohen Theatre, including frequent evenings, weekends, and holiday work.

The successful incumbent will be required to undergo a Vulnerable Sector Check.

WHAT WE CAN OFFER

Working conditions, wages, and benefits for this role are in accordance with the Collective Agreement between IATSE Local 212 and ATP. The 2026-2027 base wage for this role is \$35.74 per hour. Other terms and conditions are outlined within the 2025-2028 collective agreement.

The work span is variable based on the season. This year the work span will be from early October 2026 until late June of 2027 with occasional layoffs between productions. The position is based on a 40-hour work week, with a guaranteed minimum of 22 weeks. This role will require weekend and evening work, and weeks in excess of 40 hours at various times throughout the season. Employees are strongly encouraged and supported in finding appropriate times to balance their hours.

We encourage a friendly, team-based environment where everyone feels welcomed.

ALBERTA THEATRE PROJECTS

DIVERSITY, EQUITY, AND INCLUSION

At ATP, our commitment to equity, diversity, inclusion, and accessibility is rooted in our core values and our belief that our organization is strongest when it reflects and embraces the many lived experiences of our communities. We strive to create a workplace where all individuals feel respected, valued, and supported, regardless of their background, identity, or experience.

We welcome and encourage applications from people of all genders, ages, races, ethnicities, cultures, faiths, sexual orientations, family statuses, abilities, and lived experiences.

If you require accommodation at any stage of the recruitment or hiring process, please contact in confidence D.W. von Kuster at pm@atplive.com. We are committed to working with applicants to ensure equitable access and participation throughout the process.

APPLICATION PROCESS

Please email a letter of interest and resume in confidence to D.W. von Kuster at pm@atplive.com. Resumes will be reviewed as they are received and this job will remain open until we find a great addition to our team.

We encourage you to self-identify as you are comfortable in your application.

Thank you to all applicants. Only those selected for interviews will be contacted. No phone calls, please. For more information about ATP, please visit our website at www.albertatheatreprojects.com.