

Drayton Entertainment  
Wardrobe Positions Available

Drayton Entertainment encompasses six live theatres including the Huron Country Playhouse and Playhouse II, St. Jacob's Country Playhouse, St. Jacob's School House Theatre, King's Wharf Theatre, and Drayton Festival Theatre. All are located in the Southwestern area of Ontario. Our exciting 2011 season consists of 13 productions including *Hairspray*, *Wizard of Oz*, *Dance Legends*, *How to Succeed in Business Without Really Trying!*, and *Guys and Dolls*.

The Wardrobe Department is currently hiring staff for the 2011 season. Position(s) may be located in the St. Jacob's (Kitchener/Waterloo), Penetanguishene/Midland, and Grand Bend areas.

Position(s) available:

- Dressers
- Laundry Maintenance

Position(s) begin in late April, early May for our summer season and would be ideal for students returning to class in September. Other positions are available spring and fall.

Please apply by Email with Resume & Cover Letter attached to:

Jenine Kroeplin  
[jenine@draytonentertainment.com](mailto:jenine@draytonentertainment.com)

Or by Mail to:

Jenine Kroeplin, Head of Wardrobe  
St. Jacob's Country Playhouse  
40 Benjamin Road East  
Waterloo, ON N2V 2J9

By Fax to: (519) 747-9575

## JOB DESCRIPTIONS

### Wardrobe Laundry Maintenance

**Function:** To provide wardrobe assistance to performers and launder and maintain show costumes.

### **Requirements:**

- Sewing/Costume experience
- Proficiency in hand and machine sewing
- Knowledge of fabrics and characteristics
- Quality production standards
- Time management skills
- Able to take direction and works well in a team environment
- Experience wig styling, and stage makeup would be considered assets

Duties and Responsibilities shall include but not be limited to:

- To communicate costume repairs to the ASM, dressers, and actors and to do all necessary repairs.
- To return costumes to the actor's dressing room(s) after each show
- To gather and launder costume pieces for each performance and return all costumes to the actor's dressing room(s)
- To gather, record and transport costumes that require dry-cleaning.
- Assist and supervise the take-in and strike of costumes in an organized, catalogued manner.
- Oversee and assist in the cleanliness of the Wardrobe Room
- Report all accidents/incidents to the Technical Director and Head of Wardrobe immediately.
- Responsible for the safe operation of all costumes during the run of a show
- Be fully responsible for any keys, credit cards and petty cash floats given to the employee by the Theatre and to return any such keys, cards or petty cash funds on demand
- Be assigned by the Head of Wardrobe from time to time as scheduling permits duties that are not defined in this position profile
- Uphold the professional image and name of the Theatre in good faith during all dealings with staff, guest artists, the public suppliers and other theatre companies
- Perform other duties as assigned by the Head of Wardrobe.

The successful applicant will need basic hand and machine sewing skills. Experience with fabric dyeing, wig styling, and stage makeup would be considered assets. A full drivers license is required.

## **Wardrobe Dresser**

**Function:** To provide wardrobe assistance to performers.

### **Requirements:**

- Sewing/Costume experience
- Experience with hand and machine sewing
- Knowledge of fabrics and characteristics
- Quality production standards
- Time management skills
- Works well under pressure
- Fast and efficient
- Able to take direction and works well in a team environment
- Experience wig styling, and stage makeup would be considered assets

Duties and Responsibilities shall include but not be limited to:

- To preset each costume piece and all accessories required at the stage level for quick changes for each performance of the production as outlined by the running list provided by Stage Management.
- To assist in any quick changes deemed necessary by Stage Management.
- To assist an actor or actors with quick costume changes during each show.
- To communicate costume repairs to the ASM and to do repairs if possible. If not possible, to take the costume piece or accessory to the Wardrobe Department to a designated Stitcher or Laundry/Maintenance person for repair.
- To return costumes to the actor's dressing room(s) after each show
- To gather costume pieces for each performance and return all costumes to the actor's dressing room(s)
- Assist and supervise the take-in, set-up, scene changes and strike of costumes
- Oversee and assist in the cleanliness of the Wardrobe Room
- Dress shows as required for all Theatre productions
- Report all accidents/incidents to the Head of Wardrobe immediately
- Responsible for the safe operation of all costumes during the run of a show
- Be fully responsible for any keys, credit cards and petty cash floats given to the employee by the Theatre and to return any such keys, cards or petty cash funds on demand
- Uphold the professional image and name of the Theatre in good faith during all dealings with staff, guest artists, the public suppliers and other theatre companies
- Perform other duties as assigned by the Director of Production