



Wardrobe Maintenance – St. Jacobs Country Playhouse **Contract Position**

ORGANIZATION DESCRIPTION

Drayton Entertainment is a registered, not-for-profit charitable organization and one of Canada's most successful professional theatre companies. We present the finest in live theatre for all ages at seven unique venues across Ontario: the Drayton Festival Theatre in Drayton, Huron Country Playhouse (Mainstage and South Huron Stage) in Grand Bend, King's Wharf Theatre in Penetanguishene, St. Jacobs Country Playhouse and Schoolhouse Theatre in St. Jacobs, and Hamilton Family Theatre Cambridge.

JOB DESCRIPTION / DUTIES

Drayton Entertainment is searching for a candidate to fill contract position of Wardrobe Maintenance – St. Jacobs Country Playhouse for the production of “Mamma Mia!” **The contract will start June 6th, 2022 and finish on July 10th, 2022.**

Duties and Responsibilities shall include but not be limited to:

- Communicate costume repairs to the ASM, dressers, and actors.
- Complete all necessary repairs to costumes and accessories, as needed.
- Post costume repair sheets on dressing room doors
- Gather, launder, and press costume pieces for each performance and return all costumes to the actor's dressing room(s)
- It is responsibility to collect, inventory and transport dry cleaning to the dry cleaners bi-weekly.
- Compile a Wardrobe Maintenance schedule and a cleaning list for each show, in the event of an absence. This should be given to the Stage Manager, along with the Head of Wardrobe/Wardrobe Supervisor before opening night.
- Double-check with the Head of Wardrobe or Wardrobe Supervisor with what is considered a laundered or dry cleaned costume piece.
- 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
- Responsible for proper Strike and/or Transfer of a show, as outlined and directed by the Head of Wardrobe/Wardrobe Supervisor.



From time to time, other duties may be assigned as required.

QUALIFICATIONS / REQUIRED SKILLS:

- Hand and machine sewing skills
- Organized and works well independently
- Previous work experience with costuming and maintenance would be considered an asset
- Valid G Driver's License and access to a vehicle would be an asset
- First Aid Training is required

ADDITIONAL INFORMATION

This position is based at the **St. Jacobs Country Playhouse** in **Waterloo, ON**. Individuals required to work onsite must provide proof of COVID-19 vaccination in accordance with Drayton Entertainment's COVID-19 Vaccination Policy. Accommodations may be requested due to medical exemption.

Drayton Entertainment is committed to inclusion and diversity in hiring, and encourages all qualified candidates to apply. Drayton Entertainment is committed to providing employees with a barrier free work environment that is free of discrimination and harassment. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Salary: \$19.50 per hour plus 4% vacation pay (typically a 40 hour work week)

CONTACT INFORMATION

To apply for this position, please send a resume and cover letter to:

Jenine Kroeplin
Head of Wardrobe
Email: jenine@draytonentertainment.com