



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 Hildebrand Schoolhouse Theatre in St. Jacobs, and the Hamilton Family Theatre Cambridge. We also operate a Youth Academy in Waterloo.

Drayton Entertainment is committed to inclusion and diversity in hiring, and encourages all qualified candidates to apply without regard to age, disability, ethno-cultural identity, sexual orientation, gender identity, or any other historically underrepresented and marginalized identities.

Drayton Entertainment is committed to providing all workers with a barrier free work environment free of discrimination and harassment. If reasonable accommodation is needed to participate in the employment selection process, please reach out directly to Natasha Hopf, Director of Human Resources, at natasha@draytonentertainment.com or 519-621-5511 ext.240 so that we may provide assistance.

WARDROBE MAINTENANCE

Reports to Head of Wardrobe

Duties and Responsibilities include but are not 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.

- Other related duties, as assigned.

REQUIRED SKILLS & QUALIFICATIONS

- Basic 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

TERM: Seasonal, contract position. Typically 36 hours per week.

This position is available onsite at each of the following venues:

- Huron Country Playhouse, Grand Bend (**June 10 to September 1, 2024**)
- King's Wharf Theatre, Penetanguishene (*Rock of Ages*: **June 3 to June 30, 2024**)
- King's Wharf Theatre, Penetanguishene (*Jersey Boys*: **August 5 to September 1, 2024**)

SALARY: \$20.75/hour.

Due to the nature of the live theatre industry, daytime, evening and weekend work will be required.

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.

HOW TO APPLY

For consideration, interested candidates should respond with Cover Letter & CV by April 17, 2024 to:

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

Please clearly indicate on your submission your preferred theatre location and the position you are applying for.

We thank all applicants for their interest; however only those selected for an interview will be contacted.