



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/DRESSER

King's Wharf Theatre, Pentanguishene, ON

Reports to Head of Wardrobe

Duties and Responsibilities include but are not limited to:

- Communicating costume repairs to the ASM, dressers, and actors.
- Completing all necessary repairs to costumes and accessories, as needed.
- Posting costume repair sheets on dressing room doors
- Gathering, laundering, and pressing costume pieces for each performance and return all costumes to the actor's dressing room(s)
- Collecting, taking inventory and transporting dry cleaning to the dry cleaners bi-weekly.
- Compiling 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-checking with the Head of Wardrobe or Wardrobe Supervisor with what is considered a laundered or dry cleaned costume piece.
- Assisting and supervise the take-in and strike of costumes in an organized, catalogued manner.
- Overseeing and assist in the cleanliness of the Wardrobe Room
- Reporting all accidents/incidents to the Technical Director and Head of Wardrobe immediately.
- Ensuring safe operation of all costumes during the run of a show
- Being 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 may be assigned as required.

REQUIRED SKILLS & QUALIFICATIONS

- 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: Contract, August 6th – September 1st, 2024. Typically 36 – 40 hours per week.

Due to the nature of the live theatre industry, daytime, evening and weekend work is 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 July 29, 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.