



## **Summer 2024 Costumes and Properties Coordinator**

### **Fulltime**

35 hours/week

8 - 14 week contract\*

Rate: \$17.00/hour

Start Date: May 27/July 8, 2024 TBC\*

End Date: August 25, 2024

The position of Costume and Properties Coordinator supports the company's mission and values with general knowledge and work experience in the areas of production, costume and properties construction, maintenance and management. The Costumes and Properties Coordinator will oversee the costumes and properties construction, management and maintenance needs for the August Summer 2024 production, programs and events, during rehearsals and performances; and will support and assist with the cataloguing and organizing of the company's physical assets inventory (props, costumes and sets) as required.

**Goal:** To successfully manage and maintain the company's costume and properties during the Summer 2024 season and also assist with tasks in the areas of physical asset inventory and archive documentation and archives.

**General responsibilities:** This position is responsible for coordinating and overseeing, a variety of costumes and properties tasks:

- Selecting, maintaining and documenting the required costumes and props for the August production, under supervision of production Stage Manager and Director by:
  - Attending rehearsals and all performances
  - Documentation for prompt book
  - Maintenance such as laundering, cleaning and repairs to costumes and props
  - Accessing and returning items to Collections
  
- Collections inventory support when available, under supervision of Collections Manager including
  - Catalogue and process collection items using spreadsheets and the museum database
  - Assist with photography of collection items and editing of images
  - Rehouse items in collections storage
  - Perform research and update relevant information to the database entries
  
- Other duties as reasonable and required

The Costumes and Properties Coordinator will report to and work under the direct supervision of the General Manager and Collections Manager. They will also work on site or remotely as required for the specific tasks.

## **Requirements**

This is a government funded position and the successful candidate is between the ages of 15 and 30, a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigrant and Refugee Protection Act 2, be legally entitled to work under relevant provincial legislation and regulations, and possesses the following skillsets:

- Some post-secondary training experience, or equivalent, in costume and props production preferred
- Previous work experience in a theatre production/wardrobe department (school/community theatre/professional) preferred
- Familiarity with other theatre production practices an asset
- Exceptional verbal and written communication skills, and organizational skills
- Demonstrated creative problem solving ability
- Ability to work independently or with little supervision as required
- Strong time management and organizational skills
- Ability to work well in a high energy, multi-task environment
- Able to work well with multiple team players and Theatre 3x60 personnel
- Ability to represent and advocate for the organization and the sector.
- Knowledge of Microsoft Office Suite, Excel, Adobe Photoshop or other image editing software, digital cameras, and scanners

**The successful candidate must have access to independent, reliable transportation as relates to the position requirements for the duration of the placement.**

***Covid related priorities for 2024*** – Proof of vaccination required.

Due to the location of our office and storage facilities, priority may be given to applicants who reside in Durham region, or who can confirm accommodations and transportation within Durham region.

\*This position is subject to funding. This contract may have the option to start earlier subject to funding.

### **Applications will be accepted until April 15, 2024**

Please submit a detailed resume including relevant formal training and/or experience and cover letter to the General Manager at [info@theatreontheridge.ca](mailto:info@theatreontheridge.ca). We thank all applicants for their interest, but will be contacting only those candidates required for an interview.

*"Theatre 3x60/Theatre on the Ridge is committed to diversity and inclusion in our hiring and recruitment practices, and encourage applications from culturally diverse persons, Indigenous persons, deaf persons and persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. We welcome applications from persons with disabilities to the extent possible with the physical spaces of our venues and requirements of the positions available."*