



### **Costumes and Properties Coordinator, Summer 2025**

Full-time Seasonal (1 position available)

35 hours/week

8 - 14-week contract\*

Rate: \$19.00/hour

Start Date: May 19/June 30, 2025 TBC\*

End Date: August 31, 2025

\*This position is subject to funding.

The Costumes and Properties Coordinator oversees the costumes and properties acquisition, coordination and maintenance needs for Summer 2025. Oversight of productions, programs and events, rehearsals and performances; support and assistance with the cataloguing and organizing of the company's physical assets inventory (props, costumes and sets) as required. Some sewing and property building may be required. This role supports the creation and maintenance of costume and properties required for the Summer 2025 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 summer productions, under supervision of production Stage Manager and Director by:

- Attending rehearsals and all performances
- Documenting costumes 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 the Collections Manager
  - Catalogue and process collection items using spreadsheets and inventory database
  - Assist with photography of collection items and editing of images
  - Rehouse items in collections storage
  - Perform research and update relevant information to 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 under the direction of the production Director and Stage Manager and may work on site or remotely as required for specific tasks.

#### **Requirements:**

This is a government funded position, with the successful candidate between the ages of 18 and 30, a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigrant and Refugee Protection Act 2, is legally entitled to work under relevant provincial legislation and regulations, and possesses the following skillsets:

- 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 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 on the Ridge personnel
- Ability to represent the organization in a professional manner

Knowledge of Microsoft Office Suite, Excel, Adobe Photoshop or other image editing software, digital cameras, and scanners an asset

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

This position includes regular weekend and evening hours as per the performance calendar and season dates (available at [www.theatreontheridge.ca](http://www.theatreontheridge.ca)).

Applications will be accepted until **March 14, 2025**

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

***“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.”***