

CAPITOL THEATRE PORT HOPE

HEAD OF WARDROBE

MULTIPLE CONTRACTS

CONTRACT DATES & COMPENSATION

A Year With Frog And Toad: April 29 - May 18, 2024
\$3000/contract

Bed And Breakfast - May 27 - Jun 15, 2024
\$3000/contract

DUTIES & RESPONSIBILITIES

The Head of Wardrobe is responsible for ensuring that the Capitol Theatre can execute the vision of the Costume Designer for each production. The ideal candidate is someone who has a love of theatrical costuming, but also understands the importance of delegation, organization, and budget management.

- Identify additional support needs (stitchers, cutters, etc)
- Identify and budget all hair and makeup requirements
- Research and source where possible (including rentals, borrows, online shopping, etc.)
- Set up shopping/pull schedule with designer
- Performing alterations on costume pieces
- Building new costume pieces
- Set up fitting schedule with stage management including costume, hair, and makeup
- Supervise volunteer sewers
- Manage work schedule
- Manage actor requirements including quick change modifications and maintenance as required
- Manage departmental purchasing and expense reconciliations
- Attend Q-2-Q, tech dress, first dress rehearsal, and previews
- Create paperwork (costume plot, laundry maintenance, return lists)
- Have all costumes available for Q-2-Q, tech dress, etc.
- Perform all costume maintenance (laundry) during tech period
- Address notes during tech period
- Clean and restore wardrobe studio to neutral at end of contract(s)

NECESSARY QUALIFICATIONS

- Strong experience in wardrobe in a professional performing arts setting
- Experience and ability to perform major and substantial alterations
- A broad range of experience and knowledge in all aspects of theatrical costume production techniques
- Knowledge and experience in machine and hand sewing techniques
- Knowledge of domestic and industrial sewing machines
- Must have strong time management, organizational, interpersonal, and communication skills
- Proficient computer knowledge of Microsoft Word, Excel, Outlook and internet research
- A valid driver's license
- Demonstrated skill and experience in the following will be an asset: Cutting, Pattern making
- Residency in Port Hope is not necessarily required, depending on show and design details. The Capitol is often able to support the ideal candidate in securing accommodations.

How to Apply: The Cameco Capitol Arts Centre is an equal opportunity employer and we encourage candidates of all backgrounds and differing experiences to apply. If you think you are a good fit for this position we want to hear from you.

Interested candidates should email their CV along with a Covering Letter to:

Katherine Smith, Director of Production at katherine@capitoltheatre.com

Please include "HEAD OF WARDROBE" in the subject line.

ABOUT THE CAPITOL

The National Historically Designated Cameco Capitol Arts Centre is located just 1 hour from Toronto in beautiful and historic Port Hope. One of Canada's first "Talking Picture Houses," built in 1930 and in operation as a multi-entertainment venue since 1995, the Capitol has enjoyed growth over the past five years and is poised for the next chapter in its evolution. The Capitol draws top industry talent for its professional productions in two performance spaces. Operating year-round, the Capitol offers Live Theatre, Concerts, On Screen activities, and special events.