

Head of Wardrobe

Reporting to the Production Manager and Technical Director, the Head of Wardrobe is responsible for the successful running of the wardrobe department and acts as the Head Dresser during the productions.

Position Specifics

- Rainbow Stage is looking for an individual to fill the role of Head of Wardrobe for our 2023 summer productions.
- Seasonal position from May 22 – September 15, 2023. Potential for a shorter contract from May 22 – July 18, 2023.
- This is a union position and preference will be given to IATSE member of Winnipeg Local 63.
- The position requires flexibility in schedule during the summer months. As part of the running crew for the productions, weekend availability is a must.
- Based on a 40-hour work week

Key Duties & Responsibilities

- Oversee all aspects of the wardrobe shop
- Day to day use of equipment and maintenance of tools
- Assist Designers, Costume Coordinator and Dressers, with their respective needs while in the theatre.
- Fits and alters costumes as necessary.
- Acts as Head Dresser for both summer productions and therefore attends all performances and onstage rehearsals involving costumes.
- Works alongside stage management to create a costume change and dresser plot including for understudies.
- Supervises and organizes the wardrobe crew during the dress rehearsal and performance period.
- Pre and post show wardrobe set up, including distribution of laundry and dry cleaning, pack up of laundry and dry cleaning, costume pre-sets for actor changes, as well as any repair notes that can be accomplished on site.
- Keep track of costumes and their placement during a production and provide appropriate documentation.
- Help establish quick change areas, rehearsing and refining costume changes with actors.
- Supervises any alterations necessary during the dress rehearsal period.
- Coordinates the care, management, and organization of finished costumes during the dress rehearsal and performance period.
- Coordinates the maintenance of costumes during the performance period including, but not limited to: repairs, laundry, shoe polishing and dry cleaning.
- Supervises the costume strike including, but not limited to laundry, dry cleaning, rental returns.

Qualifications / Required Skills

- Demonstrated experience in costume construction and maintenance.
- Basic knowledge of costume and fashion history.
- Proven extensive experience dressing in professional theatre.
- Knowledge of and experience in basic laundry and fabric cleaning techniques and supplies.
- Excellent interpersonal and communication skills
- Good organizational and problem solving skills.
- Demonstrated managerial skills.
- Ability to work as a team player.
- Able to work in a fast-paced environment maintaining a positive attitude in sometimes stressful situations.
- Ability to work in an open-air environment at Rainbow Stage in Kildonan Park
- Proficient working in the MS Office suite (email, Excel, Word, etc.)
- If successful, may be required to present the results of a vulnerable sector check

Additional Information

Rainbow Stage values diversity in its workforce and invites applications from all qualified candidates. If you require accommodation at any stage of the application process, please do not hesitate to make a request. We thank all applicants for their interest in Rainbow Stage, however only those selected for further consideration will be contacted.

Rainbow Stage is committed to providing a safe and healthy environment for all individuals working with Rainbow Stage. As a result, Rainbow Stage will be following any public health orders that are enacted and may implement testing and masking requirements at the stage.

Contact Information

Interested candidates are asked to submit a cover letter and resumé to kball@rainbowstage.ca with the subject line **Head of Wardrobe**.

Deadline to apply is March 20, 2023.

Employer Profile

Rainbow Stage is Canada's largest, longest-running open-air professional theatre. A not-for profit charitable arts organization dedicated to the genre of musical theatre, Rainbow Stage provides Four Pillars of Programming: Education, Outreach, Professional Training & Productions. By connecting our Production pillar to our established Education, Outreach and Professional Training pillars, we have created a bridge for Manitobans as young as 9 years old to begin a journey to a professional career on our stage and behind the scenes.

Rainbow Stage currently operates in three locations in the city of Winnipeg:

1. Seasonal theatre venue in Kildonan Park
2. Administrative offices on Henderson Hwy
3. Various rental spaces for rehearsals, auditions, and workshops

Looking to the future, the City of Winnipeg has committed 3 million dollars (to be matched) to renovate and renew Rainbow Stage as it develops a vision to bring the theatre in the 21st Century. The vision encompasses:

- Ensuring the accessibility/safety for our patrons, contract workers and employees
- The centralization of our operations (administration, auditions, rehearsals, education);
- The building of an all-season rehearsal hall/second playing space;
- The renovation of some existing spaces for all-season activity and accessibility;
- The development of year-round programming (education, outreach, and new work);
- The exploration of practices that will foster and promote environmental stewardship.

As we enter a new strategic plan in the coming year and as we work toward our 75th anniversary in 2029, we have our sights set on continuing to improve the company's artistic and cultural vision in order to properly serve Manitobans for many years to come.