

Costume Coordinator

Rainbow Stage is inviting applications for the seasonal position of Costume Coordinator. Reporting to the Production Manager and Technical Director, the Costume Coordinator is responsible for overseeing the completion of all wardrobe elements for each production produced by Rainbow Stage. The ideal candidate is committed to creating a positive working environment through respectful communication and mediation in artistic and technical discussions.

Position Specifics

- Rainbow Stage is looking for an individual to fill the role of Costume Coordinator for our 2025 summer productions.
- Seasonal position from mid-May thru mid-August including a few dates at the end of August/beginning of September to arrange for the re-packing and return of all rented costumes at the end of the season.
- Daytime, evening, weekend, and holiday availability may be required.

Key Duties & Responsibilities

- Oversee the completion of all wardrobe elements including fittings and alterations according to the design concept by the scheduled Photo Dress Rehearsal for each production during the season.
- Coordinate and facilitate costume fittings for cast as scheduled by stage management
- Execute any wardrobe modifications, alterations, and construction as required.
- Arrange for individuals to build and alter costumes as necessary in conjunction with the Production Manager
- Source and obtain rehearsal costumes
- Purchase materials and garments as required
- Attend all production meetings and post-mortems
- On a show without a designer, where costumes are being brought in, be fully responsible for unpacking, inventorying, organizing, prepping and re-packing all costumes rented/borrowed/purchased for the production.

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
- 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 **Costume Coordinator**.

Closing date: January 6, 2025.

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.