

HEAD OF WARDROBE

August 9, 2022

Position Type: Full-Time Seasonal Contract from September to May (33 – 36 weeks)

The Royal Manitoba Theatre Centre exists to celebrate the widest spectrum of theatre art. Deeply rooted in the province of Manitoba, which gave it life and provides for its growth, Royal MTC aspires to both reflect and engage the community it serves. Canada's oldest regional theatre, Royal MTC produces ten plays at two venues, the Winnipeg Fringe Theatre Festival, extensive engagement, outreach and educational activities, and an annual Regional Tour each season. RoyalMTC.ca

Reporting to the Director of Production and working alongside a talented and experienced team, the Head of Wardrobe delivers the vision of designers through the execution of all costumes and details, management of the wardrobe team, and oversight of wardrobe facilities/ wardrobe-related equipment. This position works with a dedicated support team including a Buyer and Senior Cutter with supplementary support as required on a per-production basis. Our Wardrobe team is known nationally for quality, artistry and consistency. This is an opportunity to lead a critical department in a community that values and supports arts and culture.

This is a seasonal contract position that typically extends from September through May (30-35 weeks); Winnipeg offers opportunities for qualified wardrobe professionals to work in the summer months in the performing arts and our thriving film sector. The start date for this position has some flexibility but ideally would be in the Fall of 2022.

Responsibilities:

- Coordination of all wardrobe construction activities, including ensuring that wardrobe construction stays on schedule and within assigned budgets
- Working with designers to translate plans to what's on stage
- Liaising with stage management with regards to scheduling fittings, establishing rehearsal requirements, etc.
- Management of the wardrobe shop and related personnel
- Assisting with the recruitment of wardrobe personnel
- Assist in the budgeting of the wardrobe department and provide a cost estimate for all designs in advance of construction
- Tracking and reporting all wardrobe and related expenditures
- Purchasing costume pieces, fabrics and accessories
- Ensuring all wardrobe activities are performed in a safe and orderly manner consistent with company policy, practice and procedures

Qualifications:

- The Head of Wardrobe shall be a graduate of a recognized theatre wardrobe training school or have equivalent working experience.
- The Head of Wardrobe shall have a sound working knowledge of techniques and materials commonly utilized by theatrical wardrobe departments.
- The Head of Wardrobe shall have experience in a professional wardrobe department.
- The Head of Wardrobe shall have a thorough working knowledge of historical costume styles and fashions.
- Ideally the Head of Wardrobe shall be a trained cutter but not essential
- The Head of Wardrobe shall have experience in organizing and running a theatrical wardrobe department.
- Available to work weekends as required

Out of Town Candidates

Winnipeg offers affordable housing, a thriving arts and music culture, friendly and welcoming neighbourhoods, beautiful warm summers with easy access to lakes, and a bracing winter experience that is brag-worthy. Yes, it's a dry cold, but it's a warm community. A moving allowance will be considered for the right candidate.

Salary Range

Starting salary will be commensurate with qualifications and experience. The range for this position is \$29.00 - \$31.00 Hourly.

Position includes benefits and organizational matching RRSP that starts after qualifying period.

Interested candidates are asked to submit their resume and cover letter to Russell Martin at rmartin@royalmtc.ca by **Friday, Sept 30th, 2022**.

We thank all candidates for their interest; however only candidates selected for further consideration will be contacted.

Commitment



As demonstrated by our Equity, Diversity, Inclusion and Anti-Racism Commitment to Action, Royal MTC is on a deliberate and strategic path to creating an inclusive environment for all employees, and to becoming an anti-racist organization. We desire to attract a workforce that reflects and shares these values. Recognizing the history of underrepresentation of Indigenous, Black, and people of colour (IBPOC) leadership positions in our company, we will prioritize qualified individuals who self-identify as IBPOC.

Royal MTC is committed to accommodating applicants with disabilities throughout the hiring process and will work with all applicants requesting accommodation at any stage of our process. If you require additional accommodations or have any questions about this role, please email hr@royalmtc.ca

COVID-19 Protocols

In order to ensure appropriate health and safety, all Royal MTC staff are required to show proof of COVID-19 vaccination prior to starting employment, and expected to comply with current policies for indoor masking requirements, which may evolve at any time.