



The Corporation of the Town of Petrolia
is seeking a

**WARDROBE COORDINATOR
(Part-Time Term Employee)**

The Wardrobe Coordinator reports to the Director of Marketing, Arts and Communication (or designate) and provides support and assistance for all aspects of the Victoria Playhouse Petrolia's productions in the wardrobe and props department. We are looking for someone who loves theatre and wants to be part of the Victoria Playhouse Petrolia team. Willing to train an enthusiastic, successful candidate.

Responsibilities may include: sourcing wardrobe, props; organizing wardrobe department; overseeing costume care (laundry, steaming, ironing, etc) and other duties as assigned. The successful candidate will possess excellent communication skills and strong interpersonal skills. They possess a flair for design, colour coordination, stellar organization, and exceptional attention to detail. Additionally, the candidate will be energetic, enthusiastic, and creative with a positive attitude. Schedules associated with working in a theatre are complex so the candidate must be willing to work a flexible schedule, including show days throughout the season.

Location	Victoria Playhouse Petrolia
Employee Group	Non Union
Status	Part-Time Term Employee – 20-44 hrs/wk Start: April 2, 2024 End: October 28, 2024
Wage	\$16.55/hour

Key Responsibilities:

- Procuring wardrobe pieces and props for all performances;
- Post-show laundry;
- Ensure all costume pieces used during the show run are returned to their proper storage, rightful owner etc post-show.
- Other duties as directed.

Skills and Requirements:

- Able to lift gowns, costumes and props;
- Basic costume skills are an asset (hemming, buttons, basic maintenance etc.)
- Self-motivated individual with a desire to continue in their professional and personal growth. If lacking experience in some areas of theatre production, possessing an eagerness to learn is essential.
- Strong organizational and multi-tasking skills.
- Ability to work independently, but also part of a team.
- First Aid, WHMIS, Fall Prevention, Working at Heights and List Operation certifications are an asset.
- Must be willing to work a flexible schedule including days, nights, weekends, and holidays;
- Positive and proactive attitude.

Full Job Description can be requested from Jess Smith at 411 Greenfield Street
Resumes to be submitted in confidence no later than **4:30 pm on Friday March 22, 2024.**

Resumes *clearly marked "Wardrobe Coordinator"* to be directed to:

Town of Petrolia - 411 Greenfield Street
Petrolia, Ontario N0N 1R0
or electronically to: jsmith@petrolia.ca

We appreciate the interest of all those who respond; however, only those selected for an interview will be contacted. Information obtained through this posting is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. The Town of Petrolia is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Clerks Department to ensure your accessibility needs are accommodated throughout this process.