



**Wardrobe Maintenance – “Wizard of Oz: The Panto”**  
**King’s Warf Theatre**  
**Contract Position**

**ORGANIZATION DESCRIPTION**

Drayton Entertainment is a registered, not-for-profit charitable organization and one of Canada's most successful professional theatre companies. We present the finest in live theatre for all ages at seven unique venues across Ontario: the Drayton Festival Theatre in Drayton, Huron Country Playhouse (Mainstage and South Huron Stage) in Grand Bend, King's Wharf Theatre in Penetanguishene, St. Jacobs Country Playhouse and Schoolhouse Theatre in St. Jacobs, and Hamilton Family Theatre Cambridge.

**JOB DESCRIPTION / DUTIES**

Drayton Entertainment is searching for a candidate to fill contract position of Wardrobe Maintenance – “Wizard of Oz: The Panto” at the King’s Warf Theatre, Penetanguishene. **The contract will start November 6<sup>th</sup> and finishes on November 27<sup>th</sup>.**

**Duties and Responsibilities** shall include but not be limited to:

- Preset each costume piece and all accessories required at the stage level for quick changes for each performance of the production as outlined by the running list provided by Stage Management.
- Assist in any quick changes deemed necessary by Stage Management.
- Assist an actor or actors with quick costume changes during each show.
- Provide Stage Management and the Head of Wardrobe/Wardrobe Supervisor with a detailed tracking list of everything you do pre to post show in case of an absence and for future records. It should be submitted no later than your first performance of the second week into the run.
- Communicate costume repairs to the ASM and Wardrobe Mistress. If possible, repairs should be done immediately. If not possible, take the costume piece or accessory to the Wardrobe Mistress for repair.
- Gather costume pieces for each performance and return all costumes to the actor’s dressing room(s)
- After, during and/or before each show, go through dressing rooms to ensure that all costumes are hung properly and in show order.
- Note any concerns about costume pieces, shoes and/or accessories that are showing wear and tear, communicate them with Wardrobe Mistress.
- On dry cleaning weeks assist in the gathering and packing of costume pieces.
- The Wardrobe Mistress may call you in early to put away dry cleaning.
- Assist and supervise the take-in, set-up, scene changes and strike of costumes
- Assist in the cleanliness of the Wardrobe Room



- Responsible for the safe operation of all costumes during the run of a show
- Responsible for proper Strike and/or Transfer of a show, as outlined and directed by the Wardrobe Mistress

From time to time, other duties may be assigned as required.

#### **QUALIFICATIONS / REQUIRED SKILLS:**

- Basic hand and machine sewing skills
- Works well under pressure in a team environment
- Previous experience in costume maintenance would be considered an asset

#### **ADDITIONAL INFORMATION**

This position is based at the **King's Warf Theatre** in **Penetanguishene, ON** from November 6<sup>th</sup> to November 27<sup>th</sup>. Individuals required to work onsite must provide proof of COVID-19 vaccination in accordance with Drayton Entertainment's COVID-19 Vaccination Policy. Accommodations may be requested due to medical exemption.

Drayton Entertainment is committed to inclusion and diversity in hiring, and encourages all qualified candidates to apply. Drayton Entertainment is committed to providing employees with a barrier free work environment that is free of discrimination and harassment. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**Salary:** \$19.50 per hour plus 4% vacation pay (typically a 40 hour work week)

#### **CONTACT INFORMATION**

To apply for this position, please send a resume and cover letter to:

Jenine Kroeplin  
Head of Wardrobe  
Email: [jenine@draytonentertainment.com](mailto:jenine@draytonentertainment.com)