



Costume Coordinator, Dance

Job title: Costume Coordinator, Dance
Supervisor: Artistic Director, Dance

About Arts Umbrella

Arts Umbrella is where young artists ages 2–22 cultivate their creativity in Dance, Theatre, and Visual Arts. As a non-profit organization for arts education, we believe that art is powerful. Powerful enough to change the lives of children and youth in incredible ways. When young people connect with the arts, they gain self-confidence, develop self-discipline, and discover creative expression—things they carry with them for life. Arts Umbrella has four locations in Vancouver and Surrey, as well as donor-funded programs at schools, community centers, neighborhood houses, and healthcare facilities across Metro Vancouver. We reach close to 21,000 students every year, with nearly 80% participating at little to no cost.

Recently celebrating our 41ST year, Arts Umbrella moved into what was the South Building of the former Emily Carr University of Art + Design on Granville Island in April 2021. This exceptional opportunity will allow Arts Umbrella to further our vision for a better world where all young lives are inspired to pursue a lifelong journey towards self-expression, compassion, and humanity. It is our mission to be Canada's leader in arts education for young people; to build community and deliver profound life experiences through our commitment to innovation, excellence, and inclusivity. Arts Umbrella ("AU") is an organization full of heart, where self-expression and creativity are valued and nurtured.

The Opportunity

Reporting to the Artistic Director, Dance, the Coordinator oversees all costuming for the Dance programs and Arts Umbrella Dance Company, including the development of the Arts Umbrella Jeté Dance Store.

Key Accountabilities

COSTUME CREATION AND PRODUCTIONS:

- Plan, organize and coordinate the design & fabrication, order & purchase, and fittings of all dance costumes, in collaboration with the Artistic Director and the Dance Instructors and Choreographers, on time and on budget;
- Liaise with and coordinate costumes designers and seamstresses as required;
- Act as head of costumes for all dance performances, including planning, pulling, altering, repairing, sorting, washing, dyeing, ironing, steaming, cleaning and storage of costumes.
- Attend all dance performances as head of costumes and ensure organized and complete costuming of all dancers, load in/out of theatre
- Coordinate Company parent-volunteers;
- Communicate with the Dance Department Admin team about costumes logistics, i.e. designer contracts, costumes invoices, studio and van bookings, catalogue orders, costume fittings, dancers to-bring lists, etc;

INVENTORY CARE AND MAINTENANCE:

- Ensure cleanliness and repair of all costumes
- Ensure all costume closets and storage are tidy and organized;
- Maintain costume inventory through cataloging, labeling/photographing costumes;
- Regularly evaluate costumes for donation to ensure a quality costume collection

UNIFORMS AND RETAIL:



ARTS UMBRELLA

- Coordinate purchase and distribution of uniform on time for September start of classes and assist parents with additional purchases throughout the year;
- Coordinate purchase and distribution of branded dance wear throughout the year;

Qualifications

Education and Experience

The competencies for this position would typically be acquired through a diploma or undergraduate degree, and a minimum of 2-3 years of experience working for professional productions in theatre, dance, or film, or an equivalent combination of education and experience.

Technical competencies

- Advanced knowledge of costume design and construction
- Strong organizational, administrative and time management skills
- **Driver's license required, access to a vehicle an asset**

Suitability requirements (behavioral and psychological characteristics)

- Demonstrates integrity by taking responsibility for failures and shares credit for success; adheres to Arts Umbrella's core values
- Collaborative; seeks the opinion of others; keeps others informed; supports team decisions
- Ability to prioritize and juggle competing priorities
- Visionary; sees emerging trends and translates those into initiatives

Our commitment to equity, diversity, and inclusion

Arts Umbrella values diversity and inclusion and is committed to building a team that represents a variety of backgrounds, perspectives, and skills and reflects the children and youth in our programs. We strongly encourage applications from people of all backgrounds.

How to apply

Send your resume and cover letter to job@artsumbrella.com , indicating Costume Coordinator, Dance in the subject line. We strongly encourage applicants to apply as soon as possible, as we will review resumes and schedule interviews as they arrive. This position will remain open until filled.

Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacted. No phone calls please.