



Costume Coordinator, Dance

Employment Type: Full-time

Location: Granville Island

Supervisor: Artistic Director, Dance

About Arts Umbrella

Arts Umbrella is where young artists ages 2–22 cultivate their passion and creativity in the visual and performing arts. As a non-profit organization entirely dedicated to arts education for children and youth, we believe that art is powerful. A professional faculty delivers a wide range of instruction at every level, including post-secondary scholarship programs across the spectrum of creative fields. With locations in Vancouver and Surrey, Arts Umbrella delivers tuition-based programs as well as donor-funded community-based programs. Each year, Arts Umbrella serves more than 20,000 young people, with nearly 80% through community-based arts education programs, bursaries, and scholarships.

Recently Arts Umbrella opened the doors of its new, 50,000 net-square-foot facility on Granville Island. With this exceptional opportunity, Arts Umbrella is poised to further our vision for a better world where the next generations are inspired to seek wonder through the arts. 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 Costume Coordinator oversees all the costuming for the Dance programs and Arts Umbrella Dance Company and the development of the Arts Umbrella Jeté Dance Store.

In this role you will

COSTUME CREATION AND PRODUCTION

- Maintain, create and care for existing costumes for Arts Umbrella Dance Company and the General Program
- Plan, organize and coordinate the design & fabrication, order & purchase and fitting of all dance costume, in collaboration with Artistic Director and the Dance Instructors and Choreographers, on time and budget
- Liaise with and coordinate costume designers and seamstresses/seamsters with outsourced projects 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;
- Communicate with the Dance Department Admin team about costumes logistics, i.e.: designer contracts, costumes invoices and reimbursement, studio and van bookings, catalogue orders, costume fittings, dancers to-bring lists, dance calendar and trackers
- Maintain and respond to uniform inquiry communication from families, Dance Instructor, Choreographers in a timely manner



INVENTORY CARE AND MAINTENANCE:

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

UNIFORMS AND RETAIL:

- 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;
- Research and implement online retail/ordering website and Arts Umbrella Jeté Dance Store.
- Perform related duties in keeping with the purpose and accountabilities of the job

Here is what you bring

- Diploma or undergraduate degree in dance, costume design and fashion and a minimum of 3 years of experience working for professional productions in theatre, dance or film studio or equivalent
- Background in dance, performance and strong knowledge of costume design and construction
- Ability to operate sewing machine, serger and hand stitching
- Demonstrates knowledge in clothing care and maintenance
- Strong organizational, administrative and time management skills
- Demonstrated physical capacity needed to manage a busy environment, with frequent interruptions, while prioritizing and resolving requests
- Ability to work independently and effectively as a member of a team
- Excellent oral and written communication skills
- Proficiency in Microsoft Office Suite programs, email and other standard office use software
- First Aid, CPR and AED certificate is an asset
- Artistic, creative, inspirational!

Diversity & Inclusion

Arts Umbrella is dedicated to promoting diversity and inclusion. Our commitment is reflected in our programming, the audience we engage with, the students we serve as well as the staff we employ. Diversity and inclusion in our organization means fostering a workplace in which individual differences are recognized, appreciated, and respected. We actively seek applications from Indigenous peoples, visible minorities, persons with disabilities, people of all sexual orientations and genders, and others with knowledge in diversity and inclusion to help us strengthen our commitment.

How to apply

Send your resume and cover letter to job@artsumbrella.com no later than **May 29, 2023**, 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.**