



BARD ON THE BEACH
SHAKESPEARE FESTIVAL

EMPLOYMENT POSTING

Costume Department Buyer

Employer: BARD ON THE BEACH SHAKESPEARE FESTIVAL

Bard on the Beach Theatre Society is Western Canada's largest Shakespeare Festival with an annual budget of over \$6 million and welcomes over 100,000 patrons per year. Now entering our 28th Season, the Festival offers Shakespeare plays, related dramas, and several special events from June through September in two large theatre tents in a magnificent setting on the waterfront in Vanier Park and arts education programming year-round.

Areas of Responsibility and Oversight:

- The sourcing and purchasing of items required by the costume shop, including, but not limited to: fabric, notions, craft supplies, clothing, accessories, wig supplies, makeup, office supplies, and kitchen items.
- Maintaining lines of communication with the head of wardrobe, designers, cutters and other members of wardrobe staff about daily needs.
- Managing the purchasing needs of multiple shows, to establish timelines for purchases.
- Petty cash responsibilities, including completing regular expense reports.
- Other duties as assigned.

Qualifications:

- Professional experience as a wardrobe crew member in a professional theatre or film environment, with a strong preference for individuals with experience as a prep costumer or buyer.
- An extensive knowledge of Vancouver suppliers of costume materials, clothing and other related items.
- Education in the field of theatrical costuming is an asset.
- A passion for theatre, costuming and for fast-paced work.
- A strong work ethic, an ability to self-direct and excellent time management skills.
- Experience handling petty cash and completing expense reports.
- A valid B.C. driver's license and a personal vehicle insured for business use in B.C.

Duration: 10 weeks, 30 hours per week, starting the week of April 10.

Compensation: Commensurate with experience.

Apply: Please submit **cover letter with salary expectations** and resume to Head of Wardrobe, Amy McDougall at resumes@bardonthebeach.org by **March 27, 2017**.

No phone calls thank you.

Thank you for your interest. Only those applicants selected for an interview will be contacted.

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A Non-Profit Society and Registered Charity