

SAINT JOHN THEATRE COMPANY

WARDROBE: SEAMSTRESSES/SEWERS

Seamstresses/ Sewers help construct costumes. Help needed in any of these areas: machine sewing, hand sewing, alterations, mending. Must have at least basic hand sewing and machine sewing abilities. Projects are assigned to seamstresses/ sewers based on ability.

Volunteer work includes:

- Constructing costumes at home, usually from standard patterns or instructions
- Attending group sewing sessions (sewing bees) at SJTC. Schedule varies. Usually 3-4 sewing bees for larger productions, on a Saturday or Sunday.
- Altering costumes at home, at SJTC, or at theatre during production week (ie modifying, taking in, letting out, hemming, etc) as required after fittings
- 16 years of age or older
- reliable transportation

This is an ongoing volunteer opportunity; volunteer opportunities and time commitment varies with the needs of the show. For most shows, volunteers give time as much or as little as their schedules allow. Volunteer help from seamstresses/sewers is usually required in the 4-6 weeks prior to a production.

WARDROBE: CRAFTERS

Crafters help construct speciality costume pieces such as hats, masks, headpieces, fantasy costumes. An opportunity for individuals with creativity and skill in craftwork or manual arts. Volunteer work includes:

- Constructing speciality costume pieces at home, usually with minimal guidance or instruction.
- May be required to use own creativity or research to create a plan to create speciality pieces.
- May be required to source materials to construct speciality pieces.
- Attending group sewing sessions (sewing bees) at SJTC. Schedule varies. Usually 3-4 sewing bees for larger productions, on a Saturday or Sunday.
- 16 years of age or older
- reliable transportation

This is a show-specific opportunity; volunteer opportunities and time commitment varies with the needs of the show. For most shows, volunteers give time as much or as little as their schedules allow. Volunteer help from crafters is usually required in the 4-6 weeks prior to a production.

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WARDROBE: ASSISTANT / SENIOR ASSISTANT

(Sewing or crafting ability not required)

There are also opportunities for non-sewers/crafters in the costume shop. Wardrobe Assistants work under the guidance of the Head of Wardrobe or Senior Wardrobe Assistant to help execute and coordinate the various costume processes for a production.

Volunteer work could include any of the following tasks:

- costume measurements, assisting with costume fittings, wardrobe room organization, inventory labelling, packing costumes for transport (load-in, load-out of theatre), shopping, dressing room set-ups, costume returns, scheduling of fittings, laundry, assisting with care and preparation of costumes during run of a show
- computer data entry for documenting costume assignments to actors and quick changes
- wardrobe volunteer coordination (scheduling, assigning projects)
- providing general support and assistance to the Head of Wardrobe
- planning and documenting quick changes
- may assist Head of Wardrobe in locating costume pieces
- Attending group sewing sessions at SJTC to help with non-sewing work (cutting, ironing, etc). Schedule varies. Usually 3-4 sewing bees for larger productions, on a Saturday or Sunday.
- 16 years of age or older
- reliable transportation

This is an ongoing volunteer opportunity; volunteer opportunities and time commitment varies with the needs of the show. For most shows, volunteers give time as much or as little as their schedules allow. Volunteer help from Wardrobe Assistants is required throughout the production season, mostly in the 6-8 weeks prior to a production, and during production week.

WARDROBE: DRESSER

(Sewing or crafting ability not required)

A dresser helps actors with quick or complicated costume changes during performances.

Volunteer work includes:

- Understanding quick change requirements by reading quick change documents and/or attending some rehearsals
- Pre-setting quick change racks and returning quick change costumes to dressing rooms
- Setting up quick change areas and maintaining order in quick change areas during performances
- Assisting actors backstage with quick changes during performances. Depending on the show, dressers may work in pairs or teams.

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- May assist with care and preparation of costumes during show week (laundry, ironing, steaming, etc)
- 16 years of age or older
- reliable transportation

This is a show specific opportunity. There will be a set schedule for the show, which requires dressers to commit to as many rehearsals and performances as possible during show week. For complicated quick change shows, or for dressers assigned to lead actors with many quick changes, attendance at most (if not all) dress rehearsals and performances during show week is preferred.

The above description is designed to provide emerging community based theatre makers with little previous production experience a framework of the position. This is not a comprehensive listing of all duties associated with the role. Positions are subject to change depending on the specific needs of the project.