Emerging Set and Costume Designer, Summer Theatre Troupe
Contract Position, 7-week contract (subject to Canada Summer Jobs funding)
Start date: June 24, 2024
End date: August 9, 2024
Rate: $20.00/hr (35-hour work week, Wed-Sun, starting week two)

ORGANIZATION DESCRIPTION:
Founded in 1972, Place des Arts is a not-for-profit arts education centre with a mission to inspire the artist in everyone. Located in the historic Maillardville neighbourhood of Coquitlam, we offer quality instruction for all ages and skill levels in the visual, literary and performing arts.

PROJECT DESCRIPTION
The 2024 Summer Theatre Troupe (STT) production will centre around a family-friendly published script. The program will provide enriched learning for youth allowing them to engage with their community and learn new concepts and techniques which they can take forward into this production and beyond.

Place des Arts' Summer Theatre Troupe (STT) provides local youth, between ages 15-18, meaningful mentorship and performance opportunities, while also serving the community free, family-friendly, live theatre. 2024 will mark the 11th season of the Summer Theatre Troupe, which has grown into an established platform for aspiring young performers and artists to connect with their peers, learn from professionals in the field and gain valuable performance experience in a supported, professional environment.

GENERAL ACCOUNTABILITY
Reporting to the Program and Events Coordinator and working directly with the Director, the Emerging Set and Costume Designer (ESCD) will oversee the design and execution of sets and costumes for the production.

SPECIFIC ACCOUNTABILITIES
- Liaise with the Program and Events Coordinator.
- Attend production meetings and rehearsals.
- Liaise with the various departments regarding all production elements.
- Provide production designs for sets and costumes according to the established deadlines.
- Source materials, build sets and create costumes as per the approved designs.
- Manage and adhere to all designated budgets.
- Return/strike costumes, props and/or sets as necessary to rental houses in a timely manner.
- Attend all performances and assist with backstage requirements as needed.
- Maintain sets and costumes during the run of the production.

REQUIREMENTS
- Previous experience and/or training in theatre.
- Effective written and verbal communication skills.
- Well organized with attention to detail.
- Capacity to manage multiple tasks.
- Ability to work independently and to exercise initiative.
- Approachable and flexible, with an eagerness to learn.
- Ability to work with a variety of personalities.
- Must have a flexible work schedule to accommodate rehearsal and performance schedules.
- Ability to lift 30 pounds.
- Valid First Aid certification.
- Current Police Information Check (PIC) with vulnerable sector check.

ELIGIBILITY
- Must be between 15 and 30 years of age at start of employment.
- Must be a Canadian citizen, permanent resident or person on whom refugee protection had been conferred under the Immigration and Refugee Protection Act.
- Must be legally entitled to work according to relevant provincial legislation and regulations.
- Must not hold another full-time (30 or more hours) summer job or full-time study during their employment.

ASSETS
- Previous technical experience.
- Driver's licence and access to a vehicle.
- Previous experience working with youth.

Please submit a resume with cover letter and references by March 4, 2024 to Jessie Au, Program and Events Coordinator at opportunities@placedesarts.ca,
1120 Brunette Avenue, Coquitlam, BC V3K 1G2

We thank all applicants; however, only those selected for interviews will be contacted.
We welcome applications from candidates who meet the eligibility regardless of their gender, religion, race, ethnicity and nationality. We encourage submissions from members of the IBPOC and 2SLGBTQIA+ communities. You're encouraged to apply even if your experience doesn't precisely match the job description.