



**Costume Designer, Summer Theatre Troupe**  
**Contract Position, 6-week contract (subject to Canada Summer Jobs funding)**  
**Start date: June 23, 2025**  
**End date: August 3, 2025**  
**Rate: \$21.00/hr (30-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 2025 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 13-17, meaningful mentorship and performance opportunities, while also serving the community free, family-friendly, live theatre. 2025 will mark the 12<sup>th</sup> 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.

The 2025 Summer Theatre Troupe (STT) will be performing an adaption of *Munsch at Play* written by Irene N. Watts. This delightful collection features classic stories such as *Stephanie's Ponytail*, *Mortimer*, *The Paper Bag Princess*, *Mud Puddle*, and *Murmel, Murmel, Murmel*.

**GENERAL ACCOUNTABILITY**

Reporting to the Director of Program and Events and working with the STT Director, the Costume Designer will oversee the design and execution of costumes for the production. The Costume Designer will work closely with the Production Set and Props Designer to ensure a cohesive look for the production.

**SPECIFIC ACCOUNTABILITIES**

- Liaise with the Director of Program and Events.
- Attend production meetings and rehearsals.
- Liaise with the various departments regarding production elements.
- Provide production designs for costumes and accessories according to the established deadlines.
- Source materials and create costumes and accessories as per the approved designs.
- Manage and adhere to all designated budgets.
- Return/strike costumes and accessories as necessary to rental houses in a timely manner.
- Attend all performances and assist with backstage requirements as needed.

- Maintain costumes and accessories during the run of the production.
- Other duties as assigned by the Director of Programs and Events.

## **REQUIREMENTS**

- Previous experience and/or training in theatre.
- Strong written and verbal communication skills.
- Highly organized with excellent attention to detail.
- Capable of managing multiple tasks.
- Ability to work independently and take initiative.
- Approachable, flexible, and eager learn.
- Ability to work with a variety of personalities.
- Must have a flexible work schedule to accommodate rehearsal and performance schedules.
- Ability to lift up to 30 pounds.
- Valid First Aid certification.
- Valid Police Information Check (PIC) with vulnerable sector screening.

## **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 license and access to a vehicle.
- Previous experience working with youth.

**Please submit a resume with cover letter and references by March 3, 2025, to Jessie Au, Director of Programs and Events at [opportunities@placedesarts.ca](mailto: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 BIPOC and 2SLGBTQIA+ communities. You're encouraged to apply even if your experience doesn't precisely match the job description.*