

Costume Designer – Permanent Full Time

Heritage Park is looking for an enthusiastic individual to join our Costume Department in the role of Costume Designer. Under the direction of the Interpretation Manager, the Costume Designer is responsible for the production, procurement, and repair of hard-wearing period costumes and uniforms for approximately 600 staff each year. This is a full-time, year-round position with an excellent benefits and pension plan package.

Duties and Responsibilities:

- Responsible for the design, production, maintenance, distribution and retrieval of costumes
- Supervises and mentors Costume Room employees and volunteers, coordinates projects, assigns workloads and sets schedules
- Initiates research and designs historically accurate costumes to reflect Heritage Park's time frame of 1860 – 1930
- Conducts costume fittings, issues costumes, and orients staff to Costume Policy and department
- Develops costumes for children's summer camps and other special programs and events
- Sources and purchases fabrics, ready-made garments, other textile items as well as Costume Room equipment and supplies
- Coordinates conservation and replacement of textile artifacts within historical exhibits in conjunction with the Curator

Job Requirements:

- Completion of post-secondary education in costume design from a recognized program
- Minimum 5 years' experience designing and building costumes within a similar work environment (e.g. museum, theatre, film)
- Prior supervisor experience required; experience working with or supervising volunteers is preferred
- Excellent sewing knowledge is required; specialized training or experience with tailoring, altering, and original pattern creation is considered an asset
- Well-developed supervisory skills including the ability to communicate instructions, delegate work, evaluate staff performance, and inspire and motivate a team
- Strong interpersonal communication skills for dealing with the public, employees, and volunteers
- Confidence using File Maker Pro and Microsoft Excel to maintain inventory and produce reports
- Excellent organizational and time management skills with the ability to handle a high volume of work during peak times

Working Conditions and Hours of Work:

- 35 hours per week
- Occasional holiday, evening, and weekend work will be required during peak periods

Make a little history of your own!

Forward your resume and cover letter to hr@heritagepark.ca. While only successful candidates will be contacted for an interview, we thank all applicants for your interest in Heritage Park.

For more information about the Park, visit www.HeritagePark.ca