

SERBIAN CULTURAL SOCIETY FRULA

1709 8th Avenue NE

Calgary, AB T2E 0S9

Email: skud.frula.info@gmail.com



JOB POSTING

The job posting below is for the Kostimograf- Assistant (Costume Coordinator Assistant) position within our organization. It outlines the various responsibilities, duties and qualifications of an ideal candidate. If you believe you have what it takes to take on this opportunity, please email us with your resume. Only selected candidates will be contacted.

COSTUME COORDINATOR

Responsibilities and Duties:

- Liaison directly with the Costume Coordinator to assist in any required duties, including but not limited to:
 - Create new traditional Serbian costumes (nosnje) as well as maintain and repair existing costumes as needed.
 - Maintain records each year of all costume pieces distributed to each of Frula's dancers.
 - Ensure all costume pieces lent out to Frula's dancers are clean, hygienic, and in a good state of repair.
 - Hand-making new traditional Serbian costumes for younger dance groups, and all other dance groups as needed.
 - Arranging and organizing a group of volunteers to assistance with costume distribution and return, costume repairs, costume material collection, costume ordering, and all things necessary to make our dancers look the best they can while on stage.
 - Be in continuous contact with multiple Serbian Folk costume manufacturers and/or sellers.
 - Perform or outsource laundry and dry-cleaning work as necessary.
 - Organize and document the number of costume pieces Frula has for their dancers. Work with all instructors to optimize the correct distribution of costumes to their respective groups.
 - Maintenance and upkeep the cleanliness and tidiness of the costume room.

- Be in contact with all instructors regarding their upcoming performances.
- Ensure costume inventory is performed at the end of each year, and all pieces are accounted for. Send inventory report to the Board of Directors for review.

- If there are any damaged/unreturned costumes contact the Board to ensure payment from the member(s) in question is obtained.
- Assist the Costume Coordinator in moving Frula's inventory to the new Cultural Pavillion room, including but not limited to a total inventory, and organization of all items.
- Will perform duties and assume other responsibilities that may be assigned by the Board and/or instructors in relation to costume orders, modifications, etc.

All responsibilities and duties listed above are to be performed and honored at all times

Qualifications:

- Minimum 2 years of experience with traditional Serbian costume making, repairing, distribution, and upkeep.
- Must have a vast knowledge of the Serbian culture and heritage.
- Extensive knowledge of sewing techniques and sewing machine operation is a must.
- Knowledge of textiles, washing, steaming, and ironing is necessary.
- Strong interpersonal team skills, and leadership skills.
- Good verbal and written communication skills.
- Self motivated, driven, and highly organized.
- Must be comfortable leading a team of 6-12 volunteers to aid in any necessary costume related activities.
- Must have/be able to acquire multiple connections with various Serbian costume manufacturers and/or sellers.

Job Description:

- Job Type: Contractor.
- Fixed monthly wage of \$250.00 CAD / month.
- Position requires work to be performed outside of Frula's regular 10- month season.

If you are interested or have any questions regarding the above job posting please feel free to contact our organization at:

skud.frula.info@gmail.com