



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Title: **Footwear Technician (Ballet/Opera) ***
**either Ballet or Opera, as appointed*

Reports to: **Ballet or Opera Footwear Manager**
**either Ballet or Opera, as appointed*

Overall Purpose of the Job:

Under the line management of the Ballet or Opera Footwear Manger (as appointed) to work as effective member of the Ballet/Opera footwear team, working closely with Costume Management and production teams to ensure all footwear activities, rehearsals and performances are carried out to the highest possible standard of safety, efficiency and quality, whilst upholding the highest principles of presentation and courtesy.

Main Responsibilities:

Day to day technical operations

- Work closely with the production teams, suppliers, physio teams and Ballet/Opera Management and artists, undertaking all performance related footwear needs, including sourcing appropriate suppliers, producing foot charts, repairing new footwear and modifying existing stock.
- Ensure safe and adequate stock and performance related footwear is provided for all rehearsals, performances and last minute cast changes,
- Provide support for artists and production teams during rehearsals and performance, coordinating and actively participating in work required in footwear preparation areas and the setting of footwear in the dressing and stage areas.
- Assist with the packing, listing, coding and storage of footwear related items as instructed by senior colleagues including the Logistics Team.
- Fully conversant with ROH costume database and asset management systems, keeping all running notes and footwear related information up to date.
- Fully conversant with ROH costume revival processes, facilitating a smooth crossover of costume items from Production to Performance teams.

Health and Safety

- Take personal responsibility for the safety of self and others
- Promote a positive approach to Health & Safety and safe working practices at all times.

- Undertake Health and Safety and any other training as identified by line managers and as required of the post, which may include but is not limited to COSHH and training on footwear specific machinery such as leather cutters and sewing machines.
- Ensure that any near miss, incident or accident is reported in accordance with ROH policy.
- Work with colleagues to maintain a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

Communication and Relationships

- Assist in building an effective team by taking individual responsibility for attendance, quality of work, motivation and discipline, and providing support for other team members.
- Treat people with respect and maintain good working relationships
- Coordinate work with others, sharing relevant information, ideas and resources, and demonstrate a disciplined approach to work
- Maintain high standards under pressure and carry out tasks without detailed supervision
- Develop strong working relationships with colleagues across Technical, Production, the Performing Companies and the wider organisation.

Leadership

- Carry out induction and training of staff to the required standard as required.
- Support a culture of information sharing, collaborative working and team working.

Continuous Improvement

- Keep in touch with best practice as relevant to the role and emerging technologies, including relevance to the sustainability aims and goals of the ROH.
- Manage own learning and continuous professional development relevant to the role; undertake any study or qualifications as required.
- Contribute to a culture of innovation and continuous improvement.

Deliverables

- Maintain high production standards and timely delivery of duties.
- Compliance with Health and Safety best practice and ROH procedures.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

PERSON SPECIFICATION:

Skills and Experience

- Experience in working with ballet, opera or theatrical footwear in a performance context.
- A qualification in footwear design or manufacture from an accredited source an advantage.
- Good working knowledge of preparation and sewing techniques, fabric technology, footwear fitting, painting, dyeing, repairing and modification techniques.
- Experience of footwear-specific stock control and suppliers/makers.

- Demonstrable understanding of Health and Safety relevant to the provision of specific dance/theatre footwear (pointe shoes/historical footwear) and able to contribute to risk assessments.
- A good knowledge of ballet or opera repertoire and heritage productions an advantage.
- Good MS Office skills and software appropriate to the role.

People Skills

- Strong communication skills
- Team player with a collaborative approach to working.
- Ability to work unsupervised and show initiative in dealing with day-to-day problems.
- Willingness to learn new skills and help train others.

Job Requirements

- Strong awareness of and adherence to Health and Safety policy and best practice
- Compliance with discrimination legislation and Equal Opportunities principles
- Flexibility to work varied hours including travel and work at other locations on ROH business if required.
- Able to undertake training including COSHH.

