



## **JOB DESCRIPTION**

**Title:** Ladies Workroom Manager

**Reports to:** Head of Costume Production

**Manages:** Ladies Workroom Assistant Manager and Technicians

---

### **Overall Purpose of the Job:**

Working to the priorities set by the Head of Costume Production.

To be responsible for the staff and all activities of the Ladies Workroom, ensuring that all activities are carried out to the highest possible standard of safety, efficiency, and quality. To deliver activities within agreed resources and budgets. To provide effective leadership and management of staff.

### **Main Responsibilities:**

#### *Day to day technical operations*

- Manage the staff and all activities required for the making and alteration of items for new, co-productions and hired productions to the highest standards, to realise the Designers' creative vision.
- Liaise with senior colleagues in the Costume Department, Designers, and Production Managers, and deliver to a consistently high standard and in a timely fashion.
- Assist other ROH workrooms where schedules and workload allow to assist with all similar activities.
- Ensure consistent scheduling and supervision of all staff, delegating appropriately and monitoring the delivery of work, and recruiting staff as required.
- Maintain an excellent working knowledge of the latest developments in techniques, materials, and finishes to realise the Designers' creative vision.
- Attend production meetings, rehearsals, and fittings to maintain the highest standards of artistic delivery, ensuring and health, safety and welfare issues are clearly articulated and documented.
- Be fully conversant with ROH costume database and asset management systems, keeping all production notes and related information up to date, training staff to accurately create and input data.

- Manage, support, and train any apprentice or work experience placement, creating project briefs, carrying out reviews and appraisals, and promoting their training opportunities.
- To tour the UK and overseas if required, or visit other theatres or venues, representing the ROH to the highest standards of courtesy and professionalism at all times.

#### *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.
- Ensure relevant Health & Safety legislation is applied effectively, and appropriate risk assessments and method statements are carried out as required, engaging with senior managers and the H&S department to ensure they are fit for purpose.
- Undertake Health and Safety and any other training as identified by line managers and as required of the post.
- Ensure that any near miss, incident or accident is reported in accordance with ROH policy.
- Oversee a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

#### *Finance*

- Manage all allocated budgets, understanding budgetary constraints to maximise resources and minimise expenditure, and informing senior managers promptly with budgetary concerns.
- Adhere to ROH procurement policies, demonstrating transparency and honesty in all financial matters, ensuring procurement options are researched thoroughly with attention paid to cost effectiveness at all times.
- Follow departmental and ROH reporting procedures, presenting financial updates in a timely and accurate 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.
- Create an environment of positive and engaged communication and information sharing with all production teams.
- Engage confidently with colleagues and manage expectations at each stage of the process.

#### *Leadership*

- Supervise staff attendance, conduct, performance, holiday and other absences, reporting any concerns promptly to line managers.

- Manage the planning of all activities and staff schedules, liaising with managers in other teams to ensure efficient use of time and resources.
- Carry out induction and training of staff to the required standard.
- Support a culture of information sharing, collaborative working and team working.
- Be visible, approachable, supportive and accessible to the team.
- Openly encourage and recognise the contribution of others and give constructive feedback on a regular basis.
- Develop an effective team through effective induction and development and performance management.
- Ensure that working practices are in accordance with ROH policies and procedures.
- Maintain the highest level of health and safety management and practically support the training of staff.
- Contribute to negotiations and consultations with the Trades Unions.

#### *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.
- Effective resource management and budget management.
- Effective management of direct reports with strong and positive morale.
- 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*

- A Theatrical Costume and Design course qualification or a relevant apprenticeship qualification in a relevant craft skills area is desirable.
- A substantial track record in craft skills with cutting experience, with a major production theatre or venue, or comparable film/TV experience, with management experience.
- Extensive practical making experience and a sympathetic approach to creative concepts, able to interpret and realise them in practical terms.
- A specialist knowledge of costume fitting and alteration techniques.
- Extensive knowledge of modern and traditional methods of construction, periods styles, and history of costumes.
- Able to accurately interpret design concepts from scale drawings, sketches, plans and verbal instruction.
- A good track record in demonstrating quality and flair in interpreting the designer's brief, with a sympathetic approach to creative concepts.
- A knowledge of standard opera and ballet repertoire an advantage.

- Excellent MS Office skills and proficient user of software appropriate to the role.

#### *Project Management*

- Proven experience of managing teams and projects with consistent high production standards.
- Consistent performance under pressure and effective troubleshooting and problem solving ability.
- Ability to work effectively within given resources using effective planning skills.
- Ability to demonstrate effective budget management.

#### *People Skills*

- Positive leadership style, leading by example
- Strong relationship management skills and clear communicator with a proactive approach to communication
- Able to manage conflict and seek resolution, demonstrating a professional and positive approach
- Self-motivation and good written communication skills
- Collaborative approach to working
- A strong team leadership ethic

#### *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.

