

INFORMATION PACK FOR CANDIDATES

ASSISTANT COSTUME
PERFORMANCE MANAGER:
OPERA

MARCH 2023

ROYAL OPERA HOUSE



ABOUT US

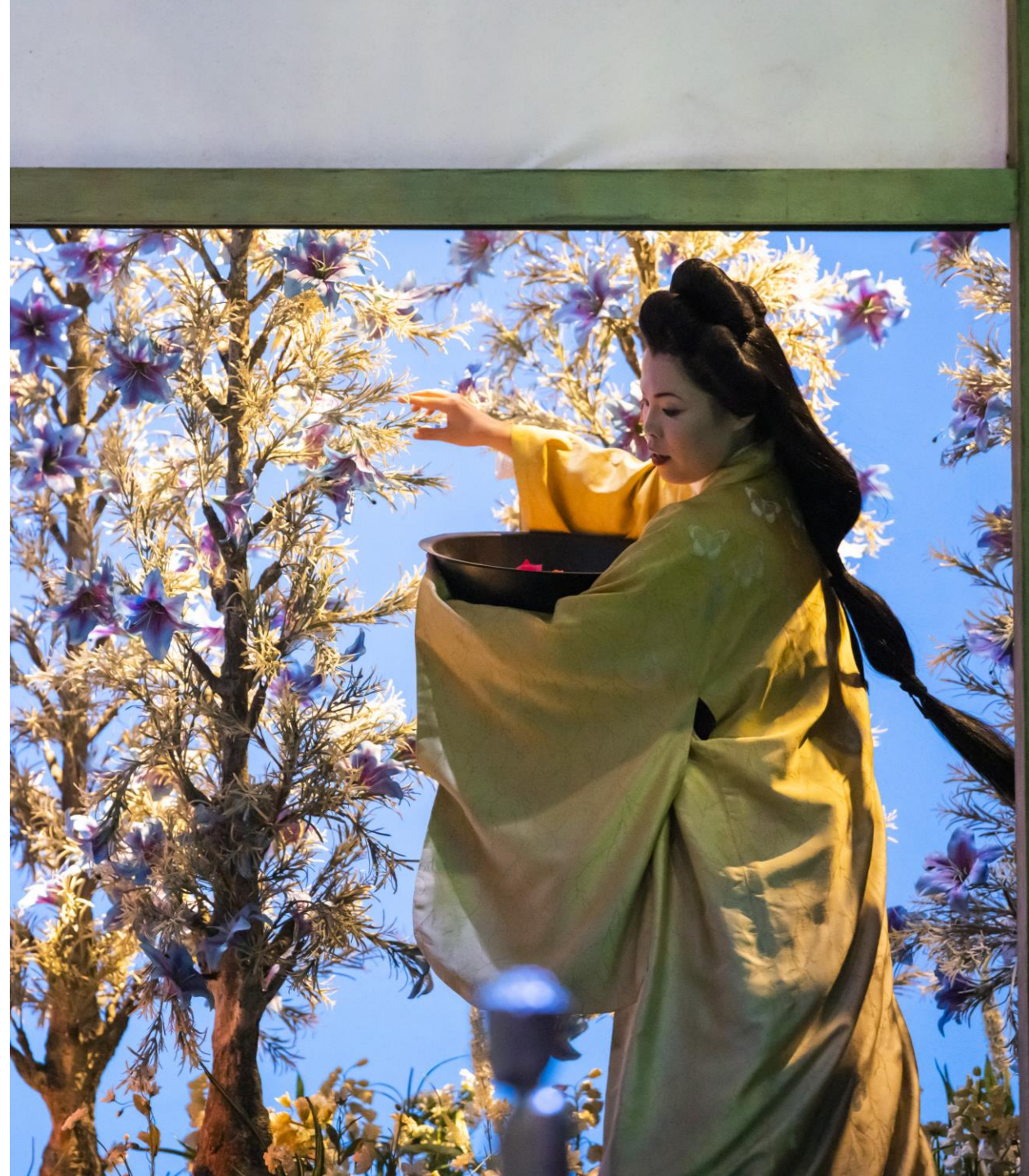
Home to The Royal Ballet, The Royal Opera and the Orchestra of the Royal Opera House, the Royal Opera House (ROH) brings together world-class performers and trailblazing creative teams to share unforgettable performances with audiences near and far.

We house the busiest theatres in the world, delivering more than 400 performances and around 1,350 learning events each year. We employ 1000 permanent staff and generate a turnover of £135m, attracting 1.5m attendances in Covent Garden and in cinemas.

We're at the forefront of innovation in ways in which audiences can experience opera and ballet. Our work is accessed and experienced across the UK and globally through streams, tours, cinema relays, radio broadcasts and TV output. We are also at the forefront of sustainability in the arts sector, working with other leaders in this area to try to reduce our environmental impact and inspire our audiences to help us on our journey to net zero.

We work across three sites, all enabling us to produce exceptional performances – our theatres and offices at Covent Garden, our production workshop at Thurrock and our storage facility at Aberdare.

ROYAL OPERA HOUSE



ROYAL OPERA HOUSE – COSTUME PERFORMANCE DEPARTMENT

The Royal Opera House Costume Performance team provides costume support to the artists of The Royal Ballet, the Royal Opera and visiting companies.

Working closely with artists and production teams, Assistant Managers guide a team of Technicians to undertake all performance related costume preparation and maintenance, as well as facilitating changeovers and executing rehearsals and performances from a costume perspective.

We are a rep house and therefore Assistant Managers are responsible for multiple productions.

They also strongly role model the ROH values:
Treat each other with **R**espect | Be **O**pen | Value the
Highest Standards



COSTUME PERFORMANCE DEPARTMENT

HOW DO MY SKILLS FIT IN?

The Royal Opera House is a unique and exciting place to work. As such, we have a unique and exciting Costume Performance Team structure and terminology to match. To add familiar context for any wider theatre colleagues wishing to join us, this may help place your skills in the appropriate role:

- **Assistant Costume Performance Manager**
= Wardrobe Manager/Master/Mistress
- **Senior Costume Performance Technician [Grade D]**
= Wardrobe Assistant with supervising and construction capabilities
- **Costume Performance Technician [Grade E]**
= Wardrobe Assistant
- **Costume Production Manager**
= Costume Supervisor



ASSISTANT COSTUME PERFORMANCE MANAGER: OPERA

WHAT WILL I BE DOING?

As an Assistant Costume Performance Manager working predominantly with the Royal Opera, you work closely alongside the Senior Costume Performance Manager to plan for the smooth running of productions from a costume perspective.

You create and book the team of casual Dressers working on each production assigned to you, schedule them according to budget and the needs of the production and strategically place the team as the needs of the production demand.

You guide your teams of Technicians through complex repairs, fittings and alterations, allowing them to learn and thrive under your leadership.

You also work closely with Costume Production Managers and Stage Management to give clear guidance to the Technicians you are leading.

You may occasionally be asked to work on a ballet to maintain the skills to cover the Assistant Costume Performance Manager: Ballet.

It's not 9-5, it's not 5 days a week, it's wonderfully exciting and no day is the same.

ROYAL OPERA HOUSE



JOB DESCRIPTION

JOB TITLE: Assistant Costume Performance Manager: Opera

REPORTS TO: Senior Costume Performance Manager

CONTRACT TYPE: Permanent

SALARY: £44,977.92 per annum

HOURS OF WORK: Full time, 42.5 hours per week

STARTING: May – June 2023

MAIN PURPOSE OF JOB: To plan for the smooth running of productions from a costume perspective as well as managing a team of Costume Performance Technicians.

JOB DESCRIPTION

A DAY IN THE LIFE OF AN ASSISTANT COSTUME PERFORMANCE MANAGER:

- Regularly checking the schedule to ensure that all productions under your leadership are adequately staffed.
- Overseeing the team of Technicians for each rehearsal and performance to make sure they are well informed, able to take their breaks, understand what is expected of them at each stage in the process.
- Actively participating in costume preparation and the setting of costumes when required.
- Holding regular show team meetings to make sure all Technicians are fully briefed with any changes, costume changeovers, laundering schedules, plots and clear understanding of how to approach the production.
- Collaborating with the Logistics team to ensure all costume items are accounted for at the end of each run and confirm when each show is complete and ready to be packed for transit.
- Highlighting staffing needs and participating in application selection, interviews, and inductions of new staff members, both casual and permanent.
- Making rapid staffing decisions to accommodate sickness and absence.
- Discussing with Costume Production Managers early in the process to make sure the handover between both departments is smooth.
- Communicating with other departments to problem-solve and ensure the best costume outcome for the artist, designer and production.
- Leading by example to promote the culture of information sharing, collaborative working, positivity and safety.
- Be actively involved in creating risk assessments and safe working practice guidelines.
- Managing your own learning and continuous professional development by taking on and studying or additional qualifications as required. This may include role specific training, safeguarding or First Aid.
- Deputising for the Assistant Costume Performance Manager: Ballet, if required.

With such a dynamic and ever-changing workplace, other tasks may be assigned as needed, within reason and considering individual skillset.

PERSON SPECIFICATION

WE ARE LOOKING FOR SOMEONE WHO HAS:

- Strong communication and leadership skills.
- A varied background in costume and large-scale show running.
- Excellent sewing techniques, particularly repairs.
- Excellent problem-solving and trouble-shooting skills.
- Confidence in managing conflict and seeking resolution.
- An exceptional knowledge of backstage costume work and dressing techniques.
- Meticulous accuracy.
- Familiarity with scheduling and budgeting.
- The motivation to work alone but the sociability to be a great team player.
- A desire to promote and develop emerging talent.
- Excellent MS Office experience
- A willingness to travel.
- A desire to develop strong working relationships with colleagues across Technical, Production and Costume, and the Performing Companies.
- Passion to be an ambassador for the Royal Opera House when working with visiting companies or away from the House.



HEALTH AND SAFETY

We take Health and Safety very seriously and expect our Costume Performance Technicians to:

- Take personal responsibility for the safety of yourself and others
- Have the confidence to highlight unsafe practices
- Be actively involved in generating Risk Assessments and Safe Working Practices, regularly making suggestions for improvement
- Remember that regular training to keep knowledge fresh and up to date is essential
- Report any incident and near miss
- Prevent accidents by keeping a clean, efficient, well organised working environment



YOUR APPLICATION – CHECKLIST AND WHAT'S NEXT

- Having read about the role, the department and our values and culture, if you can see yourself as a member of the Costume Performance team, head to the application form and tell us more. Please read through this job pack before you make your application.
- We're committed to anonymous shortlisting and all applications are reviewed on their own merit. For this reason we don't accept CVs directly and applications must be made via our website. Follow the link at the bottom of the job description webpage to make your application. [Find out more.](#)
- If you have any questions or require any reasonable adjustments to the application process, please [contact the ROH Recruitment Team.](#)
- After you have submitted your application, we will contact you if you have been shortlisted for the interview stage. *We also contact all unsuccessful applicants by email with an outcome.*



WORK FOR US – EVERYONE IS WELCOME

We believe diversity is about making sure we can attract and develop talented people who bring more because of their different backgrounds, experiences, cultures and outlooks.

Recruiting and working with these talented people is just part of the work. We are committed to creating an environment where everyone believes they belong and can do their best work.

We operate a fair and open recruitment and selection process. Every role is open to all sections of society and we welcome your application, regardless of your sex, race, religion or belief, ethnic origin, different physical ability, age, gender identity or sexual orientation.

We particularly welcome applications from those who are from a global majority background and/or those who are disabled, as they are under-represented within the Royal Opera House. As a Disability Confident employer, we guarantee to interview all disabled applicants who meet the essential minimum criteria for our vacancies.



WORKING WITH US – WHAT TO EXPECT

“The Royal Opera House has been an exceptional place to work and thoroughly supported everyone all levels during very difficult times”

“Working at the Royal Opera House has provided me so much joy in my life. I really do love working for such a great organisation and with lovely people.”

Starting a new job can be daunting. At the Royal Opera House we want to make that transition as smooth and easy for you as possible. We'll provide you with all the information you need before you start and will be on hand to answer any questions you may have about the role.

We are a big organisation, with more than 1000 staff and sites at Covent Garden, Thurrock and Aberdare. There will be plenty of people to meet and you'll have a structured induction, including a tour of our Covent Garden site. This is a great way to orient yourself and understand how all the work comes together.



WORKING WITH US – BENEFITS

- 28 days annual leave (including bank holidays), increasing with length of service.
- Membership of the ROH Pension scheme
- Staff offers on performance tickets and access to general rehearsals
- Subsidised canteen and coffee bar
- Interest free season ticket loan once you have passed your probation and onsite spaces for secure cycle storage, subject to availability
- Cycle Loan
- Enhanced parental leave (depending on length of service)
- Access to our Employee Assistance Programme providing 24 hour advice and counselling services
- Access to the ROH Benevolent Fund, providing confidential support and assistance
- Special arrangements for Healthcare including a health cash plan for employees and healthcare support for performers
- Discounts on alternative and physical therapies provided in-house
- Discounted staff ballet, Pilates and yoga classes
- Discounts at the ROH Shop
- Concessions at a range of local Covent Garden shops, restaurants and gyms



YOUR APPLICATION – TIMELINE

APPLICATIONS CLOSE
8AM MONDAY 27TH MARCH 2023

INTERVIEWS
MONDAY 3RD APRIL 2023

SUCCESSFUL CANDIDATES TO BE IN POST
MAY - JUNE 2023

ROYAL OPERA HOUSE

