



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Title: Costume Production Manager

Reports to: Senior Costume Production Manager

Manages: Senior Technicians and Technicians
(under direction of the Senior Costume Production Manager)

Overall Purpose of the Job:

Working to the priorities set by the Head of Costume Production and the Senior Costume Production Manager.

To be responsible for new and revived costumes for all productions of the Royal Ballet and Opera Companies (with occasional work outside of this remit for Birmingham Royal Ballet), 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 new, revival, 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.
- Supervision of the work of the Assistant Costume Production Managers, delegating appropriately, monitoring the delivery of work, and ensuring realistic productivity targets are set with the workroom managers.
- 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.
- 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 as required, 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.
- Ensure that working practices are in accordance with ROH policies and procedures.

- Maintain the highest level of health and safety 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

- Extensive track record working with a major production theatre or venue, or comparable film/TV experience, with supervisory experience.
- Specialist knowledge of costume fittings, alteration techniques, materials and products used for costume making and maintenance
- In-depth knowledge of fabrics, modern and traditional methods of construction, and periods styles, with an ability interpret and realise them in practical terms.
- Able to accurately interpret design concepts from drawings, visual references and verbal instruction.
- Excellent track record in demonstrating quality and flair in interpreting the designers brief, with a sympathetic and innovative approach to creative concepts
- Good MS Office skills and proficient user of software appropriate to the role.
- Knowledge of standard opera and ballet repertoire an advantage.

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.

