

JOB DESCRIPTION

Role/Title: Costume Making Apprentice

Reports to: Apprenticeships Manager

Line managed by (daily basis): Workroom Manager

What does a costume maker do?

Theatre costume makers translate designs into garments suitable for performance. This requires not just practical sewing skills but also imagination and ingenuity.

What does a theatre costume department do?

A theatre costume department is responsible for creating and sourcing all the costumes for productions to a designer's specification and for fitting them to the performers. During a run of performances, they are responsible for cleaning, mending and any alterations required. After the final performance, the department catalogues the costumes and packs them ready for transportation to storage.

Purpose of the Apprenticeship

The Costume Making Apprenticeship is an opportunity to acquire practical craft skills in costume making, relevant to the performing arts industries.

What is involved?

The apprenticeship will be split between the costume workrooms at the ROH and South Essex College in Thurrock where you will work towards a level 3 Garment Maker Apprenticeship Standard.

(<https://www.instituteforapprenticeships.org/apprenticeship-standards/garment-maker-v1-0>). During the apprenticeship, the successful candidate will attend college on block release at college in Essex, with the remainder of time spent at the ROH.

- The apprentice will be supported throughout the apprenticeship by a college tutor, ROH costume staff and by the HR Team.
- The apprentice will spend blocks of time in the different costume workrooms at the ROH: ladies workroom, men's workroom and revivals workroom.
- The working week is 42.5 hours.
- There will be the opportunity to spend time at another theatre venue or commercial workshop during the second year of the apprenticeship.

Who will you be working with?

- Staff and managers of the three costume workrooms
- Costume Production Managers
- Designers
- Performers

What will you do during the Apprenticeship?

- Assist with the making of costumes for all new productions and for revivals of old shows.
- Contribute to the maintenance of show records, relevant notes and make detailed notes of alterations that are required.
- Help produce costumes working from designs, working drawings, models and instructions using a wide range of techniques and materials.
- Assist with the fitting of costumes.
- Take and record accurate measurements of artists.
- Have a positive and responsible attitude to health and safety.
- Maintain a safe and tidy work area, carrying out cleaning and basic machine maintenance.
- Gain familiarity with new and improved making/repairing techniques, materials or working practices.
- Participate in additional training as necessary.
- Carry out any other reasonable duties as requested by the relevant HOD or Apprenticeships Manager.
- Submit learning logs and diaries to the Apprenticeships Manager.
- Attend regular meetings with line managers and the Apprenticeships Manager to review progress.

Minimum essential requirements

- You must be **18 years old or over** on the 2nd September 2024.
- You **must not** have completed a degree or equivalent level qualification in the UK or elsewhere
- You **must** have work authorisation for the UK.

What are we looking for in a Costume Apprentice?

- An interest in costume making.
- An interest in period costume and in the theatre.
- Accurate hand and machine sewing skills, basic knowledge of different sewing machines and their maintenance and familiarity with sewing terminology and techniques.

- Good attention to detail
- A helpful, positive and proactive approach.
- Good at working in a team
- Good communication skills
- Punctual and good at managing your own workload.
- Self-motivated to acquire new skills and knowledge.
- Physically capable of undertaking the requirements of the job. Reasonable adjustments will be considered as part of your application.

Please note the in-person interview stage of the application requires applicants to bring an item to demonstrate their making/design skills, a full portfolio is not necessary.

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

