



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Role/ Title: Aberdare Costume Logistics Casual

Reports to: Costume Logistics Assistant Manager Aberdare

Background to the role:

The Costume Logistics function in Aberdare is essential to the smooth running of the Royal Opera House as it holds and facilitates all the costumes for all our shows. It is important that we remain flexible in our working as requests are often added, as well as facilitating both our hires and co-productions.

Main Purpose of the Job

Those who are included on the list of Costume Logistics Casuals will assist in the smooth running of the costume logistics of the Royal Opera House. Responsibilities will include checking through and accurately logging costumes for current shows, cataloguing costumes, and loading/unloading of shows for transport.

Main Responsibilities

Checking through shows:

- Accurately check costumes in/out, making a note of any damage for show reports to be created.
- Ensuring that the stock is in a good condition which will inform scheduling needs.

Cataloguing old stock:

- To take photographs of items of costume and accurately categorise stock for it's possible new end use. A competent use of a computer/ tablet/ camera would be essential.

Loading unloading shows:

- Assist in unloading and loading costumes onto transport lorries to the Opera House as well as to Co-producers and hires.



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PERSON SPECIFICATION

Ideally, we are looking for individuals with:

- A good knowledge of costume type and period as well as fabrics.
- Experience with basic sewing and repairs
- Ability to self-motivate and time manage
- Excellent communication skills
- Flexibility in tasks being set as needs can often change as priority shifts from show to show.
- A competent user of computer/ tablet / camera
- A good working knowledge of Microsoft Word & Excel.
- Confident in manual handling

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

