



## **JOB DESCRIPTION**

**Title:**           **Costume Administrator**

**Reports to:**   **Costume Administration Assistant Manager**

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

Working to the priorities set by the Costume Administration Assistant Manager, and the Technical Production & Costume Administration Manager

Under the line management of the Costume Administration Assistant Manager, and the Technical Production & Costume Administration Manager, to work as an effective member of the Technical Production & Costume Administration Team, working collaboratively with colleagues to ensure that all administrative tasks are carried out to the highest possible standard of safety, efficiency, and quality.

### **Main Responsibilities:**

#### *Day to day technical operations*

- Working with colleagues to maintain administration processes across the department.
- Collate and process payroll and procurement for the Costume department.
- Maintain departmental logs, schedules, and softwares.
- Assist with production of reports and data.
- Assist with recruitment process for Costume staff.
- Organise travel requirements for members of the department.
- Undertake any other projects or duties as required by Technical, Production, & Costume management
- Contribute to fostering a culture of continuous improvement across the team.

#### *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.
- Assist in creating risk assessments and method statements and follow existing and approved risk assessments and method statements.

- 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.
- Work with colleagues to maintain a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy 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, & Costume, the Performing Companies and the wider organisation.
- Assist with the induction and training of staff to the required standard as required.

#### *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 administration standards and timely delivery of duties.
- 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*

- Good level of working in an administrative office-based role, ideally within a large theatre/performing arts environment.
- A broad range of understanding of the operations and requirements of other technical teams and departments.
- Note taking, minute taking and good document presentation.
- Hold a good understanding of GDPR regulations
- Good MS Office working knowledge and skills, including advanced MS Excel.

### *People Skills*

- Strong communication skills
- Team player with a collaborative approach to working.
- Ability to work unsupervised and show initiative in dealing with day-to-day problems.
- Willingness to learn new skills and help train others.

### *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.

