



JOB DESCRIPTION

Title: **Costume Manager: Linbury Theatre**

Reports to: Assistant Director – Costume & Wigs Department (Technical, Production, and Costume)

Manages: Senior Technicians, Technicians, and casual staff designated to Linbury costume and wigs duties

Overall Purpose of the Job:

Working to the priorities set by the Assistant Director (Costume & Wigs)

To oversee, plan and manage costume related work for the Royal Ballet and Royal Opera productions in The Linbury Theatre, project managing and acting as Costume Supervisor (Costume Production Manager) or Costume Performance support, when required.

To support the costume and wigs needs of visiting companies and the activities of the education and commercial events departments in the Linbury Theatre.

To work closely with colleagues to ensure that all activities are carried out to the highest possible standard of safety, efficiency and quality.

Main responsibilities:

- Liaise with colleagues in the production, logistics & performance costume teams in the Costume function of the department, working closely with the producing companies of the Royal Ballet and Royal Opera, the education, and commercial events departments to provide a range of costume related support
- Undertake costume performance duties when required-including dressing and costume maintenance duties.

- Fully conversant with all routine wardrobe procedures and able to supervise and induct both permanent and casual Costume Technicians and Dressers in all standard wardrobe preparation and performance related activities as required.
- Provide costume supervision for productions when required, or work with and support other RBO or external Costume Supervisors (Costume Production Managers).
- Keep accurate production and budget records
- Be fully conversant with ROH costume database and asset management systems, keeping all Costume notes and related information up to date
- Manage all additional costume staffing requirements for the productions associated with the Linbury Theatre, booking casual staff and monitoring the delivery of work.
- Attend meetings, rehearsal, and performances as appropriate and as required.
- Maintain and monitor equipment, aligning with departmental requirements for maintenance and inspection, and providing forward planning for future equipment needs
- Maintain stock and laundry supplies.
- Liaise with Costume Logistics for -get-ins and get-outs, packing, listing, coding and storage of costume related items of productions.

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 RBO 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 RBO 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 RBO 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.
- Create an environment of positive and engaged communication and information sharing with all production teams.

Leadership

- Supervise the work of Senior Technicians, Technicians, and Casual Technicians, reporting any concerns regarding attendance, conduct or performance promptly to line managers.
- Carry out induction and training of staff to the required standard as required.
- Support a culture of information sharing, collaborative working and team working.
- Be visible, approachable, supportive and accessible to the team.

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 RBO.
- 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 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

- Experience of managing performance related costume duties in theatre.
- Experience of costume supervision in the theatre industry
- An understanding of theatrical costumes and basic wardrobe practices.
- Experience of staff supervision
- Strong budgetary skills.
- Ability to communicate effectively at all levels and manage conflicting demands.
- Ability to plan and schedule ahead and work to tight deadlines.
- Experience in the management of sewing machines, washing machines, general cleaning equipment and specialist dry-cleaning processes.
- Awareness of wardrobe-related health and safety issues.

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 RBO business if required.

- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.

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

