



## **JOB DESCRIPTION**

**Title:** Costume Buyer

**Reports to:** Senior Costume Production Manager

with an additional reporting line to the Costume Production Managers

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### **Main Purpose of the Job:**

Under the line management of the Senior Costume Production Manager, and additionally reporting to the Costume Production Managers, to work as an effective member of the team ensuring all duties are carried out to the highest possible standard of safety, efficiency and quality.

### **Main Responsibilities:**

#### *Day to day Technical Operations*

- Work as a Costume Buyer on new, revived, co-produced and hired productions to the highest standards
- Work with the Costume Production Management team using the latest techniques, materials and finishes
- Assist with activities required for sourcing all costume related items
- Assist in rehearsals and fittings as required, taking accurate notes
- Maintain and update the in-house fabric library
- Maintain a knowledge of the ROH costume database, financial and asset management systems, keeping all production notes and related information up to date

#### *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

#### *Communication and Relationships*

- Assist in building an effective team by taking individual responsibility for attendance, quality of work, motivation, 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
- Maintain high standards under pressure and carry out tasks without detailed supervision
- Develop strong working relationships with colleagues across Costume, Technical, Production, Performing Companies and the wider organisation

#### *Deliverables*

- Maintain high production standards and timely delivery of duties
- Compliance with Health and Safety best practice and ROH procedures
- Update the ROH fabric library with new suppliers
- Contribute to a well organised and safe working environment

*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*

- Demonstrate an interest in costume, theatre or comparable film/TV experience
- Knowledge of fabrics, modern and traditional methods of construction, period styles and history of costumes
- A general knowledge of opera and ballet repertoire an advantage
- Good MS Office skills

#### *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 share with 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

#### *Continuous Improvement*

- Ability to work to and support a culture of continuous improvement
- The ability to assimilate new information, and develop new skills or hone existing skills, to be able to deliver work to a high standard
- Commitment to managing own learning and continuous development relevant to the role
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.

