



## **JOB DESCRIPTION**

**Title:**           **Costume Performance Technician, Ballet and Opera (Grade E)**

**Reports to:**   **Assistant Managers Costume Performance, Ballet and Opera**

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

Under the line management of the Ballet and Opera Assistant Managers, to work as an effective member of the Costume Performance Team, ensuring that all activities, rehearsals and performances are carried out to the highest possible standard of safety, efficiency and quality, whilst upholding the highest principles of presentation and courtesy.

Costume Running technicians are expected to work flexibly across both ballet and opera.

### **Main Responsibilities:**

#### *Day to day technical operations*

- Working effectively as a member of a team, participating in and where necessary overseeing all costume performance related work including attending meetings as required.
- Providing support for artists and production teams during rehearsals and performances, undertaking all performance related costume preparation for changeovers, rehearsals and performances to ensure costumes are ready on time. This includes but is not limited to, laundering, repairing, steaming, ironing, alterations, ozoning, organising dry cleaning.
- Preparing for the performance or rehearsal by coordinating work in the costume preparation area, coordinating and actively participating in the setting of costumes from one show to another, making sure quick-change spaces are ready and suitable.
- Being available throughout the rehearsals and performances to cover any Dresser's plots in their absence potentially due to unexpected last-minute challenges.

- Be fully conversant with all routine costume running procedures and able to assist casual Costume Technicians and Dressers (Grade F) by demonstrating all standard wardrobe preparation and performance related activities as required.
- Assist with the packing, listing, coding and storage of costume related items as instructed by the Costume Managers and Logistic teams.
- Be fully conversant with costume database and asset management systems, keeping all Costume notes and related information up to date: including writing dressing plots, keeping clear laundering notes, updating costume descriptions, sharing notes for improvement for the next time the production is revived.
- Familiar with costume revival processes and able to work with Revival teams when required, to facilitate a smooth crossover of costume items from Production to Performance teams.

#### *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.
- 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.
- 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, which may include but is not limited to Safeguarding.
- Ensure that any near miss, incident or accident is reported in accordance with ROH policy.

#### *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 at all times
- 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, the Costume department as a whole, the Performing Companies and the wide organisation.
- Supervise and guide the work of Casual Technicians (Dressers, Grade F), reporting any concerns regarding attendance, conduct or performance promptly to line managers.
- Assist with the induction of Grade F staff to the required standard as necessary.

#### *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.
- Compliance with Health and Safety best practice and RBO 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*

- A proven track record in performance related Costume work and artist care, preferably for a large company.
- A good understanding of costume preparation and sewing techniques including fabric technology, routine alterations and repairs.
- A good understanding of fabrics, fibres and the various laundering methods associated with them.
- A basic knowledge of ballet and/or opera repertoire an advantage.
- Good MS Microsoft Office skills.

#### *People Skills*

- Strong communication skills
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.
- 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 RBO business if required.

