

# INFORMATION PACK FOR CANDIDATES

COSTUME PERFORMANCE  
TECHNICIAN  
(WARDROBE ASSISTANT)

NOVEMBER 2024

ROYAL OPERA HOUSE





# ABOUT US

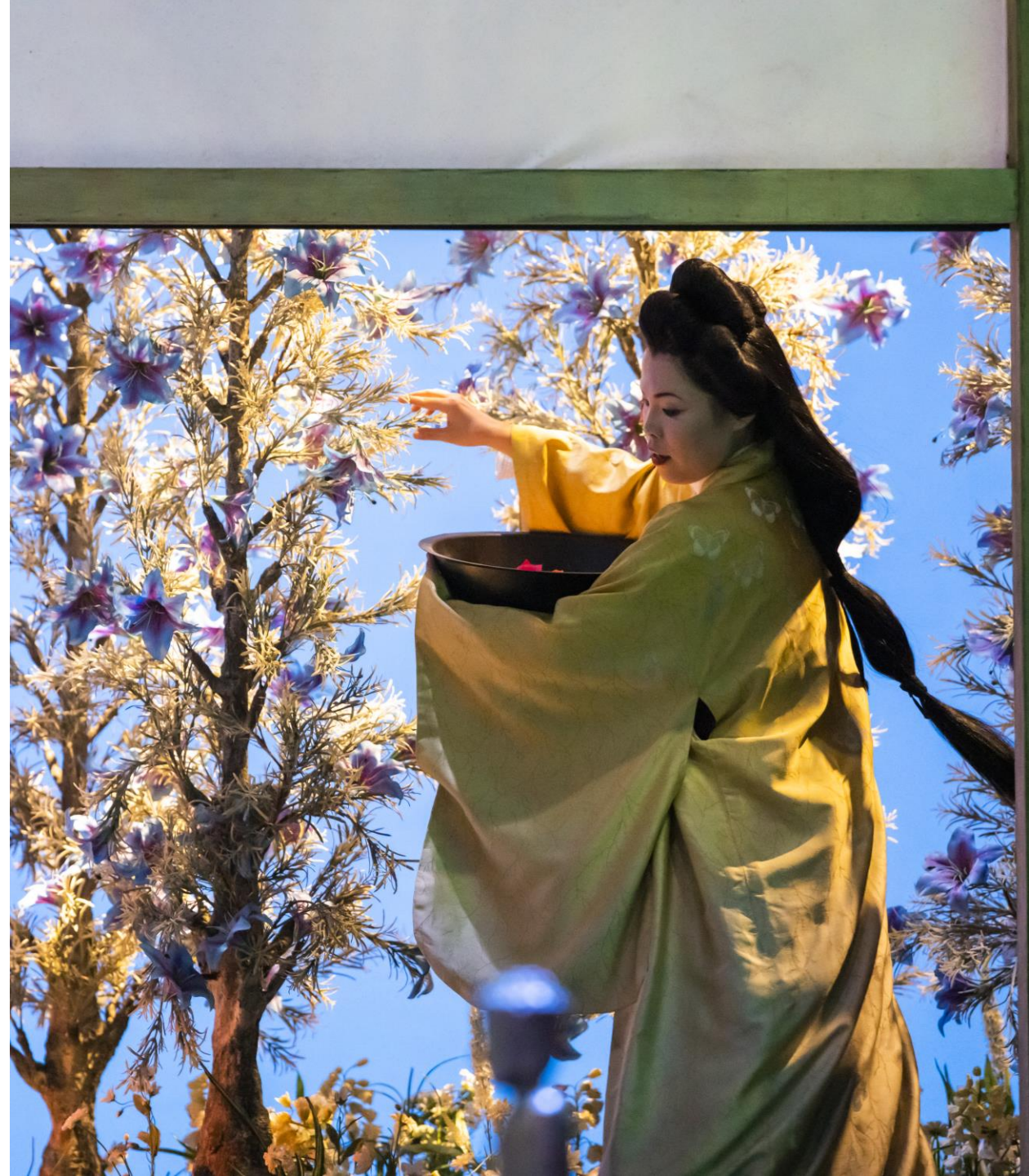
Home to The Royal Ballet, The Royal Opera and the Orchestra of the Royal Opera House, the Royal Ballet and Opera (RBO) brings together world-class performers and trailblazing creative teams to share unforgettable performances with audiences near and far.

We house the busiest theatres in the world, delivering more than 400 performances and around 1,350 learning events each year. We employ 1000 permanent staff and generate a turnover of £135m, attracting 1.5m attendances in Covent Garden and in cinemas.

We're at the forefront of innovation in ways in which audiences can experience opera and ballet. Our work is accessed and experienced across the UK and globally through streams, tours, cinema relays, radio broadcasts and TV output. We are also at the forefront of sustainability in the arts sector, working with other leaders in this area to try to reduce our environmental impact and inspire our audiences to help us on our journey to net zero.

We work across three sites, all enabling us to produce exceptional performances – our theatres and offices at Covent Garden, our production workshop at Thurrock and our storage facility at Aberdare.

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# COSTUME PERFORMANCE DEPARTMENT

## HOW DO MY SKILLS FIT IN?

**The Royal Ballet and Opera** is a unique and exciting place to work. As such, we have a unique and exciting Costume Performance Team **structure** and **terminology** to match.

To help place your skills in the appropriate role, this role sits as an equivalent to a **Wardrobe Assistant** within **Running Wardrobe**.

- **Senior/Assistant Costume Performance Manager**  
= Wardrobe Manager/Master/Mistress
- **Senior Costume Performance Technician [Grade D]**  
= Wardrobe Assistant with supervising and construction capabilities
- **Costume Performance Technician [Grade E]**  
= Wardrobe Assistant\* (*this role*)
- **Costume Production Manager**  
= Costume Supervisor

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# ROYAL BALLET AND OPERA – COSTUME PERFORMANCE DEPARTMENT

The Royal Ballet and Opera Costume Performance team provides costume support to the artists of The Royal Ballet, the Royal Opera and visiting companies.

Working closely with artists and production teams, Technicians undertake all performance related costume preparation for changeovers, rehearsals and performances as well as managing a small team of dressers to ensure artists are prepared, on time and to the highest of standards.





# COSTUME PERFORMANCE TECHNICIAN

## WHAT WILL I BE DOING?

As a **Costume Performance Technician** you will work closely alongside other Costume Performance Technicians to ensure the smooth running of productions from the costume side.

As a **team** of Technicians, you make sure that costumes are maintained, pristine and set for all rehearsals and performances.

As an **individual**, you manage a small team of Dressers to ensure that all dressing aspects are executed to the highest of standards and following the Designers vision. As we are a rep house, you will often be juggling two or more productions at a time, both opera and ballet.

It's not 9-5, it's not 5 days a week, it's wonderfully exciting and no day is the same.

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# JOB DESCRIPTION

**JOB TITLE: Costume Performance Technician**

**REPORTS TO: Assistant Costume Performance Managers [Ballet and Opera]**

**CONTRACT TYPE: Permanent**

**SALARY: £39,812.00 per annum**

**HOURS OF WORK: Full time, 42.5 hours per week**

**STARTING: December 2024 (or ASAP)**

**MAIN PURPOSE OF JOB: To undertake all performance related costume preparation for changeovers, rehearsals and performances across Opera and Ballet as well as managing a small team of dressers.**

# JOB DESCRIPTION

## A DAY IN THE LIFE OF A COSTUME PERFORMANCE TECHNICIAN:

- Making sure costumes are ready for rehearsals or performances. This includes but not limited to, laundering, repairing, steaming, ironing, alterations, o-zoning, organising dry cleaning.
- Preparing for the performance or rehearsal, setting costumes, orchestrating a costume changeover from one show to another, making sure quick-change spaces are ready and suitable.
- Supervising and guiding casual Costume Performance Technicians and Dressers. This may include how to safely use equipment, how to navigate the building, how to approach and successfully execute Quick Changes, as well as sharing any concerns about attendance, conduct or performance to line managers.
- Assisting the Logistics team with get ins and get outs, packing, listing and coding costumes in preparation for storage or onward journeys to other houses.
- Being present throughout the rehearsals and performances to cover any of your Dresser's plots in their absence or handle the unexpected challenges that live performance presents.
- Communicating with other departments to problem-solve and ensure the best costume outcome for the artist, designer and production.
- Writing dressing plots, keeping clear laundering notes, updating costume descriptions, sharing notes for improvement for the next time the production is included in the rep

*With such a dynamic and ever-changing workplace, other tasks may be assigned as needed, within reason and considering individual skillset.*



# PERSON SPECIFICATION

## WE ARE LOOKING FOR SOMEONE WHO HAS:

- A varied background in costume and large-scale show running
- Good sewing techniques, particularly repairs
- An exceptional knowledge of backstage costume work and dressing techniques
- Understanding of fabrics, fibres and the various laundering methods associated with them
- Good MS Microsoft Office skills
- Meticulous accuracy
- Strong communication and people skills
- The motivation to work alone but the sociability to be a great team player
- A desire to learn or build on knowledge of the nuances surrounding costumes for opera and ballet
- A desire to develop strong working relationships with colleagues across Technical, Production and Costume, and the Performing Companies
- A willingness to travel if needed
- Strong awareness of and adherence to Health and Safety policy and best practice





# HEALTH AND SAFETY

We take Health and Safety very seriously and expect our Costume Performance Technicians to:

- Take personal responsibility for the safety of yourself and others
- Have the confidence to highlight unsafe practices
- Keep familiar with Risk Assessments and Safe Working Practices and making suggestions for improvement
- Remember that regular training to keep knowledge fresh and up to date is essential
- Report any incident and near miss
- Prevent accidents by keeping a clean, efficient, well organised working environment





# YOUR APPLICATION – CHECKLIST AND WHAT'S NEXT

- Having read about the role, the department and our values and culture, if you can see yourself as a member of the Costume Performance team, head to the application form and tell us more. Please read through this job pack before you make your application.
- We're committed to anonymous shortlisting and all applications are reviewed on their own merit. For this reason we don't accept CVs directly and applications must be made via our website. Follow the link at the bottom of the job description webpage to make your application. [Find out more](#).
- If you have any questions or require any reasonable adjustments to the application process, please [contact the ROH Recruitment Team](#).
- After you have submitted your application, we will contact you if you have been shortlisted for the interview stage. *We also contact all unsuccessful applicants by email with an outcome.*





# WORK FOR US – EVERYONE IS WELCOME

We believe diversity is about making sure we can attract and develop talented people who bring more because of their different backgrounds, experiences, cultures and outlooks.

Recruiting and working with these talented people is just part of the work. We are committed to creating an environment where everyone believes they belong and can do their best work.

We operate a fair and open recruitment and selection process. Every role is open to all sections of society and we welcome your application, regardless of your sex, race, religion or belief, ethnic origin, different physical ability, age, gender identity or sexual orientation.

We particularly welcome applications from those who are from a global majority background and/or those who are disabled, as they are under-represented within the Royal Opera House. As a Disability Confident employer, we guarantee to interview all disabled applicants who meet the essential minimum criteria for our vacancies.



# WORKING WITH US – WHAT TO EXPECT

*“The Royal Ballet and Opera has been an exceptional place to work and thoroughly supported everyone all levels during very difficult times”*

*“Working at the Royal Ballet and Opera has provided me so much joy in my life. I really do love working for such a great organisation and with lovely people.”*

Starting a new job can be daunting. At the Royal Ballet and Opera we want to make that transition as smooth and easy for you as possible. We'll provide you with all the information you need before you start and will be on hand to answer any questions you may have about the role.

We are a big organisation, with more than 1000 staff and sites at Covent Garden, Thurrock and Aberdare. There will be plenty of people to meet and you'll have a structured induction, including a tour of our Covent Garden site. This is a great way to orient yourself and understand how all the work comes together.





# WORKING WITH US – BENEFITS

- 28 days annual leave (including bank holidays), increasing with length of service
- Membership of the ROH Pension scheme
- Staff offers on performance tickets and access to general rehearsals
- Subsidised canteen and coffee bar
- Interest free season ticket loan once you have passed your probation and onsite spaces for secure cycle storage, subject to availability
- Cycle Loan
- Enhanced Parental Leave (depending on length of service)
- Access to our Employee Assistance Programme providing 24 hour advice and counselling services
- Access to the ROH Benevolent Fund, providing confidential support and assistance
- Special arrangements for Healthcare including a health cash plan for employees and healthcare support for performers
- Discounts on alternative and physical therapies provided in-house
- Discounted staff ballet, Pilates and yoga classes
- Discounts at the ROH Shop
- Concessions at a range of local Covent Garden shops, restaurants and gyms



# YOUR APPLICATION – TIMELINE

APPLICATIONS CLOSE  
**8AM TUESDAY 19<sup>TH</sup> NOVEMBER 2024**

INTERVIEWS  
**W/C 2<sup>ND</sup> DECEMBER 2024**

SUCCESSFUL CANDIDATES TO BE IN POST  
**DECEMBER - JANUARY 2024**

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