



JOB DESCRIPTION

Title: Men's Workroom Assistant Manager

Reports to: Men's Workroom Manager

Manages: Senior Technicians and Technicians

Overall Purpose of the Job:

Working to the priorities set by the Men's Workroom Manager and the Head of Costume Production, carrying out the duties of an assistant cutter and costume maker.

Under the line management of the Men's Workroom Manager, to be responsible for the activities and staff of the Men's Workroom, ensuring that all activities are carried out to the highest possible standard of safety, efficiency, and quality. To deliver activities within agreed resources and budgets. To provide effective leadership and management of staff.

Ensure the provision of excellent customer care for Royal Ballet and Royal Opera artists, visiting Designers, Directors and Production teams, pursuing the highest standards in the execution of designs for all Royal Ballet productions.

Main Responsibilities:

Day to day technical operations

- Assist in the management of the staff and all activities required for making and refurbishment of items for new, co-productions and hired productions to the highest standards to realise the Designers' creative vision.

- Liaise with senior colleagues in the Costume Department, Designers, and Production Managers, and deliver to a consistently high standard and in a timely fashion.
- Assist other RBP workrooms where schedules and workload allow.
- Ensure consistent scheduling and supervision of all staff, delegating appropriately and monitoring the delivery of work, and recruiting staff as required.
- Work as a highly skilled costume cutter and maker and set high standards of workshop construction and alteration processes, maintaining an excellent working knowledge of the latest developments in techniques, materials, and finishes to realise the Designers' creative vision.
- Attend production meetings, rehearsals, and fittings to maintain the highest standards of artistic delivery, ensuring and health, safety and welfare issues are clearly articulated and documented.
- Assist the Manager in the management of budgets, adhering to RBO procurement policies, demonstrating transparency and honesty in all financial matters,
- Research procurement options thoroughly with cost effectiveness and efficient stock management in mind.
- Be fully conversant with RBO costume database and asset management systems, keeping all production notes and related information up to date.
- Contribute to the management and training of any apprentice or work experience placement.

Health and Safety

- Take personal responsibility for the safety of self and others
- Promote a positive approach to Health & Safety and safe working practices.
- Ensure appropriate risk assessments are carried out, engaging with senior staff 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.
- 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 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.

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 where required.
- Support a culture of information sharing and collaborative 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.
- 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 Theatrical Costume and Design course qualification to degree level, or comparable qualification/degree in a relevant craft skills area.
- A proven track record in craft skills workrooms with a major production theatre or venue, or comparable film/TV experience, with supervisory experience.
- Extensive practical cutter and making experience and a sympathetic approach to creative concepts, able to interpret and realise them in practical terms.
- An excellent knowledge of costume fitting and alteration techniques.
- Excellent knowledge of modern and traditional methods of construction, periods styles, and history of costumes.
- Able to accurately interpret design concepts from scale drawings and sketches and to assist in passing work onto the team.
- A knowledge of standard opera and ballet repertoire an advantage.

People Skills

- Positive leadership style, leading by example
- Strong relationship management skills and clear communicator with a proactive approach to communication
- Able to manage conflict and seek resolution, demonstrating a professional and positive approach
- Self-motivation and good written communication skills
- Collaborative approach to working
- A strong team leadership ethic

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.

