

JOB DESCRIPTION



Job Title:	Deputy Head of Costume
Responsible to:	Head of Costume
Responsible for:	Production Costume Supervision and Departmental Administration
Location:	Scottish Opera Production Studios, Edington Street, Glasgow

Main purpose of job

To assist the Head of Costume with the administration of the costume department and with all aspects of costuming Scottish Opera's productions:

- to act as deputy to the Head of Costume in administrative and managerial matters
- to be responsible for the smooth running of the workroom;
- to oversee the running of the Costume Hire Facility
- to act as Costume Supervisor or Assistant Costume Supervisor for main-scale and small-scale operas and other projects;
- to act as buyer for productions and stock items;
- to arrange contracts and record timesheets for permanent and temporary staff;
- to assist with all areas of Health and Safety within the department and for specific production requirements

Key Areas of Responsibility

Administration

- Workroom, Running Wardrobe and Wigs Staff
- check staff timesheets and enter details on computer summary files
- keep department holiday records
- contract temporary staff for periods of work - workroom, running wardrobe and wigs
- ensure HR onboarding process are followed-
- deal with requests for work experience placements

Workroom and Costume Store Organisation

- ensure that the highest Health and Safety standards are in place
- keep up-to-date risk assessments for workroom, dye-room and other areas
- arrange for regular equipment maintenance and necessary repairs and renewals

Costume Supervisor

- to meet designers and discuss plans for realisation of concept in conjunction with Head of Costume
- help prepare and manage the budget for shows in advance of starting productions in conjunction with Head of Costume
- to find items from the store for productions and rehearsals
- to plan workload for in-house staff and outside makers
- to instruct outside makers and arrange fees, dates, travel and hotels
- to liaise with running wardrobe and stage management
- to liaise with Marketing and Press departments concerning photo shoots and filming

- to schedule overtime for staff
- to schedule fittings in accordance with designer's and performers' availability
- to ensure that projects are proceeding according to schedule
- to attend fittings and prepare a working costume plot
- to attend rehearsals and supervise changes and additions
- to prepare a final bible for the production and copy bible

Buying

- to source materials, bought garments and accessories, on-line and in shops
- to place orders for materials and other items for individual shows and stock
- travel to meet designers and makers, and to source materials
- organise storage of cloth sample books in the pattern room

General Management Duties

- keep computer records of performers' measurements
- attend scheduling meetings with other departments
- Deal with telephone emails & communication enquires
- host visits of students and other interested groups to the Costume Department

Person Specification

The candidate for this role must have

- Extensive experience as a costume supervisor for opera, ballet or theatre
- creativity and sensitivity to design
- knowledge of historical costume
- good communication
- patience, tact and diplomacy
- aptitude for dealing with administrative tasks
- good computer record-keeping skills in Excel

Other desirable skills or experience

- experience of costume-making as a theatrical cutter
- qualifications in costume design or performance costume making
- experience of departmental administration in opera, ballet or theatre
- Knowledge of COSHH & IOSH regulations
- Experience of working under the Theatre Green Book

General Terms and Conditions

There is a contributory Pension Scheme to which the Company contributes 8% and the Employee 4% of salary. Holiday entitlement is 25 days leave plus 10 public holidays per annum. A three month probationary period is applicable to this post.

The normal hours of work within the Costume Department are 39 hours per week, on any 5 days Monday to Saturday, with the working day, usually between 9.00 am and 11.00 pm. This is a management position, therefore you will be required to work such reasonable hours as the needs of the post demands, but which will not exceed an average of 48 hours per week. Overtime payments are not applicable to this post.