

## JOB DESCRIPTION



<b>Job Title</b>	<b>Costume Trainee</b>
<b>Responsible to</b>	<b>Head of Costume</b>
<b>Location</b>	<b>Edington Street Production Studios, Theatre Royal and on tour</b>
<b>Main Purpose of Job</b>  To contribute to the work of all areas of the Costume department while receiving on-the-job training from senior members of staff.	
<b>Key Accountabilities</b>  <b>Costume Workroom &amp; Offices at Edington Street Production Studios</b> Sewing and finishing men's and women's garments as directed by costume cutter Cutting out garments and linings from patterns prepared by the costume cutter Attending fittings, taking notes, carrying out alterations Assisting costume supervisor to manage shows, source garments and cloth Assisting costume supervisor in preparing a costume bible Acting as costume supervisor for small projects under guidance of senior staff  <b>Running Wardrobe at Production Studios, Theatre Royal and on tour</b> Dressing work, costume care and storage, packing for get-in and get-out Laundry work, hand and machine washing, ironing and pressing  <b>Costume Store work at Production Studios</b> Looking out costumes for hire or rehearsals Looking out stock costumes and accessories for fittings Assessing costumes by historical period Laundry work, hand and machine washing, ironing and pressing Entering details of hired costumes on computer  <b>General duties</b> Assisting in any other areas of costume work Office tasks: filing, photocopying, sampling cloth, ordering cloth by telephone and email Entering costume records on computer Maintaining high standards of safety in the workplace Helping to promote Scottish Opera's Emerging Artists programme to funders and press  <b>Training</b> Receiving instruction from senior staff in all the above areas	

Studying the process of pattern drafting  
Studying the history of costume  
Learning simple planning skills, budget management and acquisition techniques  
Learning preparation of a costume bible, costume plot and dressing notes

### **Person Specification**

#### ***Desirable:***

HNC, HND, or degree level qualification in theatre costume  
Experience of costume-making work for theatre  
Experience of costume dressing  
Knowledge of historical costume  
Basic costume-cutting skills

#### ***Essential:***

Creativity  
A passionate interest in theatre costume  
A commitment to delivering high quality work  
Good hand sewing skills  
Accurate sewing technique on an industrial sewing machine and on a domestic machine  
Attention to detail and neatness in finishing garments  
Basic skills in theatrical costume-making OR experience of work in theatre wardrobe

### **General terms and conditions**

Contract: This is a fixed term contract for 12 Months

Hours: 39 hours per week. Normally Monday to Friday between 8.30am and 5pm, but some evening work will be required, and some work on Saturdays and Sundays

Annual salary: £22,190 per annum, plus benefits

Holidays: 25 days per annum plus 10 Public Holidays,

Probationary period: 3 months

Pension: You will be automatically enrolled into a qualifying workplace pension scheme (QWPS). You will contribute 4% of your salary, the Company contributes 8%.