

## JOB DESCRIPTION



<b>Job Title:</b>	<b>Head of Costume</b>
<b>Responsible to:</b>	<b>Head of Production and Technical</b>
<b>Responsible for:</b>	<b>Costuming Scottish Opera Productions and Administration of the Costume Department</b>
<b>Location:</b>	<b>Scottish Opera Production Studios, Edington Street, Glasgow</b>

### Main purpose of job

The Head of Costume oversees all aspects of costuming Scottish Opera's productions and the administration of the costume department. They are responsible for the smooth running of the costume workroom, the performance wardrobe department, wigs + makeup department and costume rental team.

Scottish Opera's costume dept consist of a mixture of permanent staff with additional staff contracted as required. In addition, individual show Costume Supervisors are drawn from both the internal team and externally as may be required. A Deputy Head of Costume is employed to support all activities,

The job comprises work on Scottish Opera productions of all scales, work taken on by Scottish Opera workroom for other theatre, film and TV companies, work for other theatre companies as a specialist and work on costume hire for Scottish Opera.

### Areas of Responsibility : 1. Running the Costume Department

- Act as the Line Manager Department staff and support them in the delivery of their duties.
- Agreeing budgets and keeping accurate and up-to-date records of ongoing show expenditure
- Supporting fulltime, contract and occasional staff
- Plan workload for in-house staff and outside makers
- Liaise with stage management and other technical departments
- Work with Marketing and Press departments on photo shoots and filming
- Instruct outside wigs supervisors and consultants : arrange fees, dates, travel and hotels
- meet and brief temporary contract wigs staff

### Areas of Responsibility : 2. Production Delivery

- Meet designers and discuss plans for realisation of concept
- Support Costume Supervisors and ensure that the projects are proceeding to schedule
- Budget shows in advance of starting productions
- Keep accurate and up-to-date records of ongoing show expenditure
- Alongside costume supervisor, instruct outside makers and arrange fees, dates, travel and hotels
- With Costume Supervisor, instruct outside wigs supervisor and arrange fee, dates, travel and hotels

- Liaise with running wardrobe and other technical departments
- Budget for labour costs of in-house contract workroom staff
- Schedule overtime for staff
- Schedule and attend fittings in accordance with designer's and performers' availability
- Ensure that projects are proceeding according to schedule
- Attend rehearsals to ensure all is progressing well
- Ensure a final bible for the production is prepared

### **Areas of Responsibility : 3. Buying**

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

### **Areas of Responsibility : 4. Staff management for Workroom, Running Wardrobe and Wigs Staff**

- Check staff timesheets and enter details on computer summary files
- Keep department holiday records
- Maintain contacts with temporary staff - workroom, running wardrobe and wigs
- Organise recruitment for permanent and contract positions in conjunction with the People and Culture department
- Complete People and Culture paperwork for issuing contracts to permanent, contract or casual staff
- Complete People and Culture forms for staff commencement and termination
- Deal with requests for work experience placements
- Work with People and Culture to organise recruitment for the costume trainee position
- Act as mentor to trainees and instruct them in costume administration techniques

### **Areas of Responsibility : 5. 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

### **Areas of Responsibility : 6. General Management Duties**

- Attend scheduling meetings with other departments
- Deal with telephone and email communications
- Host visits of students and other interested groups to the Costume Department

### **General terms and conditions**

**Contract:** Permanent

**Hours:** Your normal hours of work will be 39 hours per week (excluding unpaid meal breaks) normally worked Monday-Saturday from 9.00 am – 11.00 pm.

Actual days of the week and start and finish times may vary in accordance with departmental requirements. 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. Travel within Scotland and the rest of the UK is required.

<b>Annual salary:</b>	Circa £45,000 depending on experience
<b>Holidays:</b>	25 days per annum plus 10 Public Holidays
<b>Probationary period:</b>	3 months
<b>Pension:</b>	You will be automatically enrolled into a qualifying workplace pension scheme (QWPS). You will contribute 4% of your salary, the Company contributes 8%.
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>• 25 days annual leave plus 10 public holidays</li> <li>• Generous pension contributions (8% employer / 4% employee)</li> <li>• Free tickets to Scottish Opera dress rehearsals &amp; discounted performance tickets</li> <li>• Enhanced pension scheme, Cycle to Work scheme, Perkbox, Employee Assistance Programme and Health Cash Plan</li> </ul>