

Head of Costume

Applying for this post

To apply for this post, you must submit a CV with cover letter and an Equalities Monitoring Form to jobs@dundeerep.co.uk. Data from your Equalities Monitoring Form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact jobs@dundeerep.co.uk.

The deadline for receipt of applications is Monday 16 December at midday.

Interviews will be held at Dundee Rep Theatre week commencing 6 January 2025.

Guidance

Please refer to our websites, www.dundeereptheatre.co.uk and www.scottishdancetheatre.com, to find out more about us.

Please read the job description carefully before applying to ensure you meet all the essential criteria and can provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for three months before being destroyed if you are unsuccessful. Your application will be retained for up to 12 months if you are successful.

Role Summary

Head of Costume

The Head of Costume will be responsible for the effective and efficient management and delivery of Dundee Rep and Scottish Dance Theatre's (DRSDT) Costume department.

The Head of Costume will be responsible to the Head of Production and will be responsible for the Costume Deputy. The Head of Costume will have key relationships with the Production Team members, Creative Team members, and Engage Team members. The Head of Costume will have key external relationships with Visiting designers, suppliers, casual staff, colleagues in other theatres, incoming companies visiting DRSDT.

DRSDT aspires to the highest quality in its production values and in the delivery of all Costume services. The post holder will have a key role in achieving quality targets, maintaining standards and developing safe and environmentally aware working practices.

This is a permanent position with opportunities for long-term growth within our organisation. However, we are open to discussing a fixed-term arrangement for candidates who may prefer a defined timeframe due to specific goals, project focus, or personal circumstances.

JOB REQUIREMENTS AND RESPONSIBILITIES

- To work as an effective Head of Costume and to contribute to the development of the Production team and wider organisation.
- To co-ordinating and manage the delivery of DRSDT costumes and wigs to the highest possible standards, ensuring agreed quality control thresholds are attained.
- To work closely with designers and the whole production team to ensure the first-class delivery of the three artistic strand productions and other work.
- To manage and work alongside the Costume team in all making, finding, hiring, and purchasing of materials, costume, equipment and stock for the Costume Department.
- To manage and work motivate the Costume team and to ensure excellent communication between Costume and the rest of production.
- To ensure the organisation's Health and Safety policies and working practices are adhered to throughout the Costume team and to report on Health and Safety matters as appropriate.
- To ensure that the Theatre Green Book is adhered to as appropriate and have a visionary approach to sustainability, continuously seeking innovative ways to reduce environmental impact.

KEY DUTIES

- To cost accurately and efficiently the delivery of all services required of the Costume team.
- To provide and manage clean, efficient well-organised and safe physical working environments in all areas used by Costume and ensure that appropriate risk assessments are carried out on a regular basis.
- In consultation with the Head of Production, to draw up, monitor, update and deliver the Costume team's annual work plan.
- In consultation with the Artistic Director (DRT), Artistic Director (SDT), Associate Directors (Engage), visiting directors, designers and the Stage Management Team, drawing up, monitoring, updating and delivering the costume calls and fittings within the requirements of rehearsal schedule.
- To ensure that all members of the Costume team are fully involved in the production process and adhere to agreed schedules and budgets in the delivery of their services.
- To monitor and control Costume working hours and overtime expenditure and in consultation with the Head of Production arrange employment for freelance Costume staff as required.
- To effectively manage all Costume team members including casual and freelance staff and ensure annual personal and professional development needs of the team are addressed in consultation with the Head of Production.
- To empower the Costume team by delegating responsibility for the implementation of their work plans, the delivery of their team's services and the day-to-day operation of Costume.
- To ensure effective communication within Costume and between the Head of Production, the rest of the Production Department and members of the creative teams during the production process.
- To manage the regular maintenance and/or replacement of Costume equipment, tools and the procurement/maintenance/replacement of all wigs, costumes, accessories and consumables during performance runs of productions, events and activities.
- To manage the ordering and stock control systems within Costume.
- To represent Costume at regular meetings as required.
- To provide other duties providing back up and support for other teams (as workload allows).
- To always represent the best interest of the Company.
- Supporting Visiting Companies costume needs, such as scheduling access to laundry facilities and access to workspace and machinery.

This list of responsibilities is not exhaustive, and the Head of Costume may be required to perform additional duties as required by the Head of Production, the Joint CEO's or the Board of Directors of Dundee Rep and Scottish Dance Theatre Limited.

PERSON SPECIFICATION

Essential

If you do not demonstrate that you meet all the below criteria in your application, you may not be shortlisted.

1. At least 3 years experience at HOD level or above, heading a costume and wigs department or similar within the performing arts industry.
2. Substantial practical experience of working within either a costume and wigs department or other creative production team.
3. Excellent pattern cutting skills.
4. Excellent costume construction skills.
5. Excellent sewing skills.
6. Excellent working knowledge of current costume and wigs practice.
7. Excellent leadership skills.
8. Excellent communication skills, both written and verbal.
9. Proven ability to plan, schedule and manage the output of a production department or team.
10. Proven ability to plan workloads and effectively manage multiple tasks and priorities.
11. Proven ability to manage and motivate staff.
12. Knowledge and experience of current Health and Safety issues and practice within the UK performing arts industry.
13. Knowledge and experience of workspace management and maintenance.
14. Knowledge and experience of financial planning and management, including costing, budget setting and budgetary control.
15. Knowledge and experience of administrative systems within production departments and teams.
16. Experience of mainstream UK theatre productions.
17. Experience of working directly with creative personnel.
18. Experience of conducting staff appraisals and disciplinary procedures.
19. Knowledge of relevant legislation.
20. IT Literate.
21. Knowledge of Theatre Green book and guided by a genuine passion for sustainability.

Desirable

If we need to choose between candidates who meet the essential criteria, we may take the below factors into account.

1. Experience of theatre repertoire systems
2. Experience of multi-site working
3. Experience of production weeks
4. Knowledge of costume for dance

Terms and Conditions

Head of Costume

Hours

37.5 hours per week, Monday to Friday 09:00 – 17:30 (although times can be flexible to suit the candidate's needs if fitting with business requirements.)

Some evening and weekend work will be required.

Pay

£28,000 - £31,000 per annum

Holidays

29 days per year inclusive of public holidays. The holiday year runs from 1 April to 31 March each year.

Notice period

The notice period will be three months.

Location of work

Your main place of work will be Dundee Rep and Scottish Dance Theatre Limited. We will support remote working.

Other benefits

Contributory staff pension, after three months of service

Non-contractual benefits

- Staff tickets to DRSDT produced shows
- Staff discount in Rep Restaurant

Dundee Rep and Scottish Dance Theatre Limited is a Real Living Wage Accredited Employer who strives to be an equal opportunities employer and is supported by Creative Scotland and Dundee City Council.

Equal Opportunities

Dundee Rep and Scottish Dance Theatre Limited is committed to promoting equality and opportunity in its employment practices. In particular, the Organisation aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, disability or religious beliefs.

Safeguarding

Dundee Rep and Scottish Dance Theatre Limited is committed to safeguarding and operates an environment where all staff are expected to report any concerns about vulnerable people or about the behaviour or practice of colleagues and other people they encounter.

Offers

Any job offer we make is subject to:

- Receipt of two satisfactory references.
- Proof of eligibility to work in the UK.