

Costume Deputy

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 24 February 2025 at midday.

Interviews will be held at Dundee Rep Theatre week commencing 3 March 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

Costume Deputy

The Costume Deputy will assist the Head of Costume in the delivery of the Costume Department's responsibilities to Dundee Rep and Scottish Dance Theatre Limited (DRSDT).

The Costume Deputy will be responsible to the Head of Costume and will have key relationships with the Production Team members, Creative Team members, and Engage Team members. The Costume Deputy 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.

JOB REQUIREMENTS AND RESPONSIBILITIES

- To work as an effective Costume Deputy and to contribute to the development of the Production team and wider organisation.
- To support the Head of Costume in co-ordinating the delivery of DRSDT costumes and wigs to the highest possible standards, ensuring agreed quality control thresholds are attained.
- To work with the Head of Costume; visiting designers and the whole production team to ensure the first-class delivery of the three artistic strand productions and other work.
- To assist the Head of Costume with all making, finding, hiring, and purchasing of materials, equipment and stock for the Costume Department, as required.
- To work effectively within the Costume Department and Production team and to ensure excellent communication.
- To adhere to the organisation's Health and Safety policies and working practices and to report Health and Safety matters as appropriate.
- To adhere to the organisation's Sustainability policies and working practices
- To provide support to freelance staff within dept when required

KEY DUTIES

- To support the Head of Costume in the running of the department, including some administrative responsibilities.
- To support the Head of Costume in the upkeep of clean, efficient, well-organised and safe physical working environments in all areas used by Costume.
- To work alongside the Head of Costume and any additional freelance staff to cut, construct, fit and finish the costumes for all three artistic strands in a timeous manner.
- To support the Head of Costume in the running of the workroom during production work as required and help supervise freelance staff as required.
- Assisting in obtaining, creating and maintaining all aspects of costume items and wigs for DRSDT.
- Assisting in the making of any prop costumes, millinery, and masks, and dyeing and distressing of costumes.
- Working alongside the Head of Costume during fittings, or running fittings independently, when required.
- Alter after fitting any garments that require it, whether purchased or made in-house, alongside the Head of Costume and any freelance staff.
- Where required, assist on DRSDT touring shows, which would involve being away from base.
- To represent the Costume Department at meetings as and when required.
- To provide other duties providing back up and support for other teams (as workload allows).
- To represent the best interest of the Organisation at all times.
- Oversee smaller-scale productions as needed to share the workload with the Head of Costume.
- Supporting Visiting Companies costume needs, such as scheduling access to laundry facilities and access to workspace and machinery.

The duties and responsibilities set out are not exhaustive. The post-holder may be required to undertake other duties and responsibilities which are appropriate with the level of the role.

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 5 years of practical experience working within professional costume department or as a freelance costume maker. With at Least 2 years of experience supervising productions.
2. Respected costume maker
3. Good working knowledge of current costume and wigs practice
4. Good cutting skills
5. Excellent sewing skills
6. Excellent communication skills
7. Good time management skills, ability to plan workload and effectively manage multiple tasks and priorities
8. Knowledge & experience of workspace management & maintenance
9. Good collaborator
10. Knowledge & experience of different departmental work disciplines
11. Flexible and diplomatic
12. Creative problem solver
13. Interested and willing to work across a wide range of areas
14. Experience of working directly with creative personnel
15. Positive attitude
16. Calm under pressure
17. Knowledge of current Health and Safety issues and practice within the UK performing arts industry
18. Knowledge of administrative systems within production departments or teams
19. Experience of mainstream UK theatre production
20. IT literate

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. Knowledge of costume for dance
4. Knowledge of theatre green book

Terms and Conditions

Costume Deputy

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

£25,000 - £28,000 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 two 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.

Guaranteed Interview Scheme

Dundee Rep and Scottish Dance Theatre Limited are committed to employing a diverse workforce. And positively welcome applications from candidates who have a disability.

A person with a disability or long-term health condition who indicates on their application email that they wish to participate in the Guaranteed Interview Scheme will be guaranteed an interview if they meet the essential criteria outlined within the person specification during the shortlisting process.

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.