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**Costume Maker**

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| Department | Technical - Wardrobe |
| Reporting to | Costume Supervisor |
| Hours | Variable hours |

**Main Purpose of the Role**

To assist the Costume Supervisor in the creation of costume and wigs working in a busy theatre workshop environment. In order to undertake this job successfully you need to contribute as part of a team and also work well alone using your own initiative. You should be able to work easily under pressure and meet deadlines. The jobholder must be able to communicate effectively with the wardrobe team. Flexibility regarding hours of work is essential.

The Costume Maker is responsible to the Costume Supervisor

**Key Responsibilities**

**In House Productions**

* To work effectively and efficiently with Costume Supervisors and complete tasks to deadlines.
* Hand sewing and use of costume making machinery including sewing machine and overlocker.
* Accurate and efficient pattern cutting, alteration and fitting.
* Any other costume related tasks as instructed by the Costume Supervisor
* Attendance at scheduled fittings and costume calls as required

**Administrative**

* Completion of weekly timesheets.

**Health and Safety**

* Assisting in recording risk assessments for any significant risk in the workplace.
* Ensuring a safe working environment in technical areas and in other departments as requested.

**Building Maintenance**

* General housekeeping of Wardrobe areas.

**Education**

* Assisting in supervising technical work experience induction and placements.

**Developmental**

* Assisting in identifying and developing Technical Department training requirements.

**General**

* Supporting policies designed to promote staff welfare, development and training
* Supporting flexible working practices within the Wardrobe team
* Participating in a formal appraisal process

**Other**

* Other duties as agreed from time to time.

**Organisational Wide Responsibilities**

* To demonstrate and promote our core values of Creativity, Impactfulness, Honesty, Kindness, Inclusivity and Bravery
* To seek to advance Norwich Theatre’s vision “To make all of our Creative Experiences have wide reaching positive impact.”
* To ensure you are always an ambassador for Norwich Theatre’s mission: “To provide creative experiences, rooted in the art of Performance and secure in our sense of Place, which generate positive impact for all People and inspire Prosperity in all its forms.”
* To comply with all Norwich Theatre policies including Safeguarding, Equal Opportunities, Health and Safety, IT, Data Security and Protection
* To undergo any training necessary to fulfil the duties of this role and to develop its contribution to the organisation

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** | |
| **Experience & Knowledge** | * Experience with industrial and domestic sewing machines and other costume making equipment * Pattern drafting experience * Knowledge of garment construction techniques to a professional standard * Good hand sewing skills * Experience in costume fitting and alterations * Knowledge of workspace management and of different department work disciplines. | | * At least 1 years’ experience working within a costume and wigs department within the performing arts industry. | |
| **Attributes** | * The ability to effectively carry out multiple tasks and prioritise to suit deadlines. * Ability to deal tactfully, calmly and effectively with a wide range of people within and outside the organisation. * Ability to work on own initiative and as part of a team. * Ability to work flexible hours. | |  | |
| **Skills** | * Good communication and organisational skills. * Awareness of current appropriate health and safety regulations | |  | |
| **Qualifications** |  | | * A Level 5 or equivalent qualification in Costume Construction, Costume Design or other clothing related subject. | |

This description is not exhaustive & may change to meet the needs of the business as the strategic vision for the department & organisation evolves. The post holder may be required to perform duties outside of this as operationally required, but within reasonable scope of this role at the request of the relevant manager or director.