

# BIRMINGHAM ROYAL BALLET

## **JOB DESCRIPTION**

### **Costume Production Coordinator**

#### **Overall, Purpose of Job:**

To provide support to the Head of Costume and the Costume department

Act as Assistant Costume Supervisor or Costume Supervisor

To help coordinate all requirements of costume at Thorp Street, Costume store and elsewhere as required

Support hires and Sales and to travel abroad where necessary

Support Digital and Communications departments on filming and Photoshoots

Manage and order Stock fabrics, haberdashery.

To assist with workroom Maintenance of machinery and buildings

To achieve the highest standards of quality, speed and economic efficiency

to meet the technical and artistic requirements of designers and choreographers.

To be aware and help develop Health and Safety policies of Birmingham Royal Ballet

#### **Reports to: Head of Costume**

#### **Close liaison with:**

Head of Costume

Costume Tour Manager

Production Costume Cutter /Maker

Senior Costume Technician.

Costume Technicians

Footwear Supervisor

Ballet Staff

Dancers

Freelance Costume Makers

External Suppliers and contractors

#### **Working alongside:**

Wig department

Stage Management

Ballet Staff

Dancers

Stage Department  
LX and Sound Department  
All other departments as required

### **Key Accountabilities/Activities:**

#### **Costume Duties:**

- Working with Head of Costume to plan, schedule and distribute work to meet required deadlines
- To undertake the role of Assistant Costume Supervisor or Supervisor on specific new productions and revivals
- Ensure staff have up-to-date information regarding quality, efficiency, materials and technology
- Attend and participate in all technical meetings and staff management meetings as required
- Provide regular information regarding progress of work to Head of Costume, reporting on problems at the earliest stage
- Liaise with hiring companies to ensure the correct presentation in keeping with original designs/ copyright etc.
- To maintain and upkeep the company's fabric library. To keep ahead of new trends and technology
- Promote an alert approach to Health and Safety and ensure correct working methods and safe working practices
- Ensure all pertinent Company policies and Agreements are understood and implemented
- Purchase haberdashery, stock materials and equipment as required for BRB costume department.
- Purchase haberdashery, stock materials and equipment as required for our Making departments as well as freelance costume makers
- Arrange Transport/Courier needs as required
- Ensure that the workrooms are maintained and adequately equipped for purposes including organizing contractors to maintain machines for safe use.

### **Hires, communications and Digital Duties:**

- Ensure productions are ready for hire and sale including the preparation of shipping carnets, costume descriptions and rail lists
- Oversee Fittings and Supervise on hires as necessary
- Liaise with companies to ensure the correct presentation in keeping with original designs/ copyright etc.
- Ensure the preparations and provision of costumes for photo calls and filming requirements, arranging pickup from the stores as necessary. Assist with any fitting and alteration as necessary
- Assist in filming as necessary to ensure high quality standards
- Help with preparations and provision of costumes requested for display, demonstrations and learning events
- Ensure the preparation and provision of costumes for costume requests from the Royal Ballet School, Elmhurst, etc.
- Pack and list costumes for events and hires and check back in on return. Check for any damage and report back to Head of Costume.

### **New and revival performances.**

- To undertake the role of Assistant Costume Supervisor or Costume supervisor on specific new productions and revivals
- Work alongside the Head of Costume, to provide in-house and freelance costume makers with the necessary information, materials and measurements for work to be completed by deadline
- Develop a working knowledge of costume requirements on BRB productions
- Collaboratively maintain measurement databases
- Ensure that all costume information in costume bibles including costume descriptions, designs, bible sheets and photograph's are compiled both digitally and on hard copy.
- Proactively research and purchase design specific haberdashery, materials and equipment as required for BRB productions.

- To assist in the management of the fabric library and supplier's database. Ensure that samples and pricing structures are kept up to date and maintain supplier relationships for fabric and other essential needs regularly, both in the UK and Internationally.
- Working with the Head of Costume, to co-ordinate the buying of fabrics, trims and accessories, the scheduling of fabric dyeing and printing; to help co-ordinate millinery, armoury and jewellery for fittings and design decisions
- On production revivals, ensure that any changes are in keeping with the original design and that a revival will satisfy requirements consistent with the policies, mission statements, resources and financial constraints of Birmingham Royal Ballet
- Request and co-ordinate fittings as required
- Provide regular information regarding progress of work to Head of Costume, reporting on problems at the earliest stage
- Working alongside the Head of Costume/ Costume Supervisor to provide administrative support including working on the upkeep of information and data

## **EMPLOYEE SPECIFICATION**

### **Essential Attributes:**

- Ability to lead on and work to production related standards and objectives.
- The Ability to plan a wide range of tasks to ensure that project remit is completed within agreed time frame.
- Self-motivated and able to manage themselves effectively, with the ability to work as part of a team and manage others.
- Experience as a Costume Supervisor, with a good eye for colour and sampling
- To have good working knowledge of costume construction techniques and costume systems.
- Excellent organisational, time management and administration skills.
- Excellent Microsoft Office/Excel skills.
- Problem solving approach and positive attitude.
- Ability to work under pressure to deadlines and to changing priorities

- Teamwork capability and willingness to support others as required.
- Excellent communication & interpersonal skills.
- Friendly and approachable manner.
- Ability to work effectively with all production related staff.
- Willingness to learn new skills and pass on skills to other work colleagues.
- Responsive to artistic needs.
- An understanding and appreciation of other technical departments.
- An understanding of the requirements of theatrical performance and schedule
- Knowledge of costume cleaning and maintenance techniques

### **Additional Information:**

#### Confidentiality

All information concerning staff, patrons, productions and other BRB business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time. A breach of confidentiality will result in disciplinary action being taken in accordance with BRBs disciplinary procedure and may lead to dismissal.

#### Health and Safety

The postholder has personal responsibility for safety as outlined in the safety policy and the Health and Safety at Work Act 1974. Health and Safety/Legal & Regulatory Compliance

#### Equal Opportunities

The postholder will be required to abide by BRB's policies on Equal Opportunities.

#### Code of Conduct

The postholder will be required to act in accordance with BRB's Code of Conduct whereby everyone shall be treated in a professional and courteous manner and with full regard to the avoidance of sex, race and disability discrimination, consistent with current equal opportunities employment legislation

### Data Protection

Computer information should only be accessed if this has been authorised and is necessary as part of the postholder's work. Unauthorised action being taken in accordance with BRB's disciplinary procedure and may lead to dismissal. The postholder's attention is also drawn to the Data Protection Act 1984 and the Computer Misuse Act 1990.

This job description reflects the current situation. It does not preclude change or development that might be required in the future.