

BIRMINGHAM ROYAL BALLET

JOB DESCRIPTION

Costume workroom and touring technician

Overall, Purpose of Job:

To provide sewing and making support to the costume department.

To assist in the alteration, maintenance and repair of costumes for rehearsals, performances and tours.

To provide tour support to the costume running team on larger productions.

To provide additional support with show footwear

To achieve and ensure the maintenance of the highest standards of quality, speed and economic efficiency with due regard to Health & Safety and Security policies of Birmingham Royal Ballet.

Reports to: Costume Tour Manager

Close liaison with:

Costume Production Co Ordinator
Production Costume Cutter /Maker
Senior Costume Technician.
Costume Technicians
Footwear Supervisor
Head of costume

Working alongside:

Wig department
Stage Management
Ballet Staff
Dancers
Stage Department
LX and Sound Department

Key Accountabilities/Activities:

- 1 To work alongside the costume team in preparing, checking and maintaining shows for performances by the Birmingham Royal Ballet and BRB2 ensuring that all work meets the standards and requirements of Birmingham Royal Ballet.
- 2 To undertake, repairs and refurbishment of costumes as required
- 3 To work alongside the costume team to ensure that all costumes are ready for fittings, rehearsals and performance.

- 4 To work alongside the Production Costume Cutter/Maker on new costumes as instructed.
- 5 To assist the Footwear Supervisor with show footwear as instructed.
- 6 To assist in all aspects of the smooth and efficient day-to-day running of the costume department.
- 7 Work to agreed deadlines, consulting always and informing the Line Manager of any problems at the earliest opportunity, monitoring and ensuring the highest standard of work
- 8 To assist with get outs and get ins whilst on tour
- 9 To have the ability to work away from home and base and to work long and antisocial hours
- 10 To assist with fittings as required.
- 11 To assist in the preparation and provision of costumes requested for demonstrations, Learning events, hires, photo calls and requests from the Royal Ballet School and Elmhurst School where possible
- 12 Ensure you have all necessary information relevant to the carrying out of your duties.
- 13 Promote an alert approach to Health & Safety and ensure correct working methods (meeting COSHH standards) and safe working practices as directed by Head of Costume
- 14 To familiarize yourself with all pertinent Company policies and Agreements
- 15 To promote healthy communications by sharing information with your manager, team and colleagues as appropriate, whilst respecting confidentiality.
- 16 To work collaboratively with all BRB costume staff, external costume makers and outside companies. Where schedules and workload allow, to assist with all similar activities.
- 17 To undertake training as deemed necessary by your manager
- 18 Always act in the best interest of Birmingham Royal Ballet, presenting a positive image of the company and building and maintaining appropriate contacts.
- 19 Maintain high standards of operation and good housekeeping. Use equipment correctly and maintain where appropriate. Ensure the work area is maintained and adequately equipped for purpose.

EMPLOYEE SPECIFICATION

Essential Attributes:

Experience of costume making and maintenance.

Understanding of costume construction and alteration

Excellent hand sewing and machine skills

Excellent People and communications skills

Ability to work as part of a team

Collaborative approach to working
Willingness to learn new skills
Ability to lift and move costumes, boxes.
Ability to manoeuvre costume rails and skips.
Ability to work away from home and overseas
Ability to work unsocial hours
Ability to be flexible day to day and take on multiple projects.
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.

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

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- 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.

NB – A short Skills Test will be required at interview