

COSTUME PRODUCTION COORDINATOR

Overall, Purpose of Job:

- To provide support to the Head of Costume and the Costume department
- 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
- Helping to coordinate all requirements of costume at Thorp Street and Costume store and elsewhere as required
- Act as Assistant to Costume Supervisor
- Support hires and Sales and to travel abroad where necessary
- Support Digital and Communications departments on filming and Photoshoots
- Manage Stock/ Workroom Maintenance

Reports to: Head of Costume

Manages:

- Casual crew as required

Close Liaison with:

- Head of Costume/ Costume Supervisor
- Costume Technicians
- Footwear Supervisor
- Head of Hires
- Ballet Staff
- Dancers
- Freelance Costume makers/ technicians
- External Suppliers and contractors
- All other departments as required

Departmental Duties:

- Working with Head of Costume/ Costume Supervisor to plan, schedule and distribute work to meet required deadlines
- Ensure all pertinent Company policies and Agreements are understood and implemented
- 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 (meeting COSHH standards) and safe working practices
- Ensure all pertinent Company policies and Agreements are understood and implemented
- To undertake the role of Assistant Costume Supervisor on specific new productions and revivals
- To order running stocks, laundry supplies and other materials necessary for the department
- Ensure that the workrooms are maintained and adequately equipped for purposes including organizing contractors to maintain machines for safe use.

To provide support and facilitate all BRB departments including Hires, Communications and Digital

- Request and co-ordinate fittings as required
- 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, Tring 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.

To assist in the production of new and revival performances.

- To undertake the role of Assistant Costume Supervisor on specific new productions and revivals
- Alongside the Head of Costume/ Costume Supervisor, to provide in-house and freelance costume makers with the necessary information, materials and measurements for work to be completed by deadline
- Working with the Costume Supervisor, to co-ordinate the buying of fabrics, trims and accessories, the scheduling of fabric dyeing and printing; to help co-ordinate millinery, armory and jewelry for fittings and design decisions
- On production revivals, to 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

Key skills requirements

- Ability to lead on and work to production related standards and objectives.
- Ability to work as part of a team.
- Excellent organisational, time management and administration skills.
- Competent Microsoft Office/Excel skills.
- Problem solving approach and positive attitude.
- Ability to work under pressure to deadlines and to changing priorities
- Confident, helpful manner
- 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

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

Specialist Knowledge

Experience working with a dance company

Recognized costume qualification

Knowledge of costume making

Knowledge of fabrics

Knowledge of costume cleaning and maintenance techniques