

Job Summary

COSTUME ASSISTANT

Responsible to:	Head of Costume
Responsible for:	Dressers, Casual Costume Staff
Salary:	£25,384 per annum plus overtime.
Terms:	This is an 18 month fixed term contract. The weekly salary is inclusive of hours worked between 9am – 11pm daily up to 43 hours per week, spread over 6 days. Hours outside of these parameters including Sundays and Bank holidays will be paid at the appropriate overtime rate.
Benefits include:	Contributory pension scheme; season ticket loan scheme; training and development opportunities.
Holiday:	25 days per annum pro rata, rising by one day for each full financial year worked to a maximum of 30.
Probationary period:	3 months
Notice period:	1 month during probationary period, 2 months thereafter.

The Production Department:

The purpose of the Production Department is to create and run to the highest standards all technical aspects of the Young Vic's productions and related projects, in partnerships with directors, designers and project leaders. The aim is to help creative teams achieve their artistic vision within the agreed timescales and budgets.

Members of the Production Department work closely and collaboratively together to realise the full potential of our productions. The successful candidate, whilst working primarily in the area of wardrobe and costume, will demonstrate a willingness to offer support to other members of team as appropriate.

Key Objectives:

- To support the Head of Costume in the day-to-day running of the department and the care of costumes on all productions at the Young Vic.
- To collaborate with and guide the dressing teams, ensuring they are deployed effectively and are fully informed and supported in their duties.
- To take responsibility for the maintenance and housekeeping.

Job Description

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Departmental Responsibilities:

- To support the Head of Costume and freelance costume staff in the delivery of costumes for all Young Vic productions.
- To alter, construct and label costumes and accessories as required, working under the direction of the Head of Costume.
- To establish the costume maintenance requirements for each show and ensure they are completed to the highest standards.
- To supervise members of the dressing team.
- To maintain adequate stocks of consumables and equipment.
- To maintain the upkeep of all workspaces.
- To manage a petty cash float and purchase items for the productions and the department if required.
- To facilitate the well organised return of items from stock and external hire companies.
- To provide show cover, as required.
- To keep up to date with current costume and wardrobe maintenance practice.

General:

- To attend technical rehearsals, dress rehearsals and previews when required.
- To have an awareness of health and safety issues in application to yourself and staff working around you.
- To attend and contribute to department meetings and other meetings as required.
- To actively support the work experience programme of the Young Vic.
- To uphold and embody the Young Vic's company policies, including but not limited to our Equality, Diversity and Inclusion policy, Dignity at Work policy and Health and Safety policy.
- To provide the highest level of customer and audience care and service at all times whilst being an active and supportive member of the Young Vic staff team.
- Any other reasonable duties required to assist the Costume Department or the Young Vic operation as a whole.

Person Specification

COSTUME ASSISTANT

Essential Experience and Skills

- BA / City and Guilds or equivalent in Costume Making / Fashion or a proven ability in a relevant position.
- Good accurate hand and machine sewing skills, including knowledge of different sewing machines and basic machine maintenance.
- Familiarity with sewing terminology and a good knowledge of fabrics.
- A basic knowledge in aspects of dyeing and breaking down.
- Experience of costume making, sourcing and maintenance.
- An awareness of Health and Safety procedures and an understanding of their implications in a costume and stage environment.
- Planning, organisation and scheduling skills.
- Good IT skills using Microsoft Office packages.
- Self-motivation, including the ability to acquire and develop new skills.
- Excellent organisational and time management skills.
- Ability to be creative and resourceful in problem solving.
- Ability to work both on one's own initiative and within a team.

Desirable Experience and Skills

- Full Clean Driving Licence.
- First Aid training.
- Experience working in a producing theatre.