

Job Summary

Head of Costume (Maternity Cover)

Responsible to:	Technical Director
Responsible for:	Deputy Head of Costume and all Freelance and Casual Costume support staff including Costume and Wigs, Hair and Make Up Supervisors, Show Running Teams and Production Technicians
Term:	1 year fixed term contract
Salary:	£41,200 per annum plus some overtime.
Hours:	The Head of Costume (Maternity Cover) will be required to work flexible hours. The minimum hours are 35 per week. Normal office hours are 10:00 – 18:00 Monday to Friday, but you will be required to work such hours as may be necessary to carry out your duties as required.
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. 3 days per annum can be specified as annual leave by Young Vic management.
Probationary period:	3 months
Notice period:	1 month for either party during probationary period, 8 weeks thereafter.

The Production Department:

The purpose of the Production Department is to deliver all the technical aspects of the Young Vic's programme - this includes our productions, projects and events, in the main house, studios, digital 'stages', and across the creative engagement and talent development departments. The Production Department builds strong relationships with freelance and in-house creative teams, and other artistic personnel to deliver their creative vision within the agreed timescales and budgets, to the highest possible standards.

Members of the Production Department work closely and collaboratively together to realise the full potential of our productions and our company. The successful candidate, whilst working primarily in the area of Costume, will demonstrate the ability and willingness to work alongside colleagues in other areas of the Company. This includes upholding an inclusive, collaborative culture, committed to our journey towards becoming an actively ant-racist organisation.

Job Description

Head of Costume (Maternity Cover)

Key Objectives: To take responsibility for the delivery and management of costume requirements for Young Vic productions and related projects both at the Young Vic and elsewhere.
To contribute to the creation of the highest standards in all the theatre's producing work while actively promoting anti-racism.

Departmental Responsibilities:

- To lead the Costume Department by working to high standards at all times and supporting the performance of the staff employed.
- Ensure that the creative team's visions are carried out safely and to the current standards in both the making and running of productions, advising on the skill, capabilities and resources of the department.
- To ensure the Young Vic provides an anti-racist environment for all staff and visiting companies through the inclusive production practices.
- To promote, encourage and develop excellent internal and external relationships throughout the Young Vic.
- To identify training requirements for you and your team and remain current with industry best practice and applicable technologies, to improve working practices and systems.
- To manage the department administrative and HR systems, including staff scheduling hours and timesheets
- To ensure compliance with all Health & Safety procedures and statutory regulations, including all equipment and machinery being regularly tested and maintained. Advise on any new Costume equipment purchases and plan future capital expenditure.
- To take lead responsibility in managing and maintaining the YV Costume Store and Stock Inventories for both internal and external use, ensuring all is kept well organised and tidy at all times.
- In liaison with the Technical Director, provide support and management for the work of the other departments within the YV, including the Taking Part and Creators Programme departments, as required, but with specific responsibility for Costume.
- To participate in the Annual Appraisal process with your line manager.

Production Responsibilities:

- To work with Creative teams and Production Managers of all Young Vic productions to plan and cost the Costume designs within allocated resources.
- To take lead responsibility for the delivery of costume elements for productions when required as Costume Supervisor.
- To support freelance Costume Supervisors and Show Teams as necessary.
- To create and document Risk Assessments, Method Statements and other show specific H&S aspects as required.
- To work with the Production Manager and Heads of Departments to create schedules for productions.
- To recruit, manage and schedule Supervisors, Show Running Teams and Production Technicians, in liaison with the Technical Director and Production Manager.
- To attend all Production meetings to review the ongoing financial situation and delivery of the show.
- To manage all rehearsal and production requirements within the allocated resources, during pre-production and the run of a show.

Budget Holding:

- To provide quotes and show costings to the Production Manager.
- To be responsible for managing costume production budgets, costume stock and maintenance budgets, in liaison with the Technical Director.
- To manage freelance and casual costume support staff budgets, in liaison with the Technical Director.
- To manage petty cash and department credit cards.

General:

- 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.
- A willingness to work alongside others to join and support their colleagues in the Young Vic becoming an actively anti-racist organisation.
- To actively participate in and support the work experience programme of the Young Vic.
- To be an active and supportive member of the Young Vic staff team.
- To provide the highest level of customer and audience care and service at all times whilst a member of the Young Vic staff team.
- Any other reasonable duties required to assist the Production Department or the Young Vic operation as a whole.
- To attend, and contribute to, weekly Update, fortnightly Production HOD's and Production Department meetings as required.
- To sit on the Young Vic staff panels as appropriate.
- From time to time, you may be required to work on YV projects away from the Young Vic Theatre.

Person Specification

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Essential Experience and Skills:

The ideal candidate will be able to demonstrate all of the following through their written application:

- An open, engaged and positive manner when dealing with people from all departments and visiting artists and creatives.
- Substantial experience working within a Costume/Wardrobe department at Costume Supervisor or HOD level.
- Excellent time management, financial and organisational skills.
- Substantial experience of staff recruitment, training, motivation and supervision.
- Good knowledge of all theatrical Costume techniques relevant to the preparation and staging of high quality theatrical productions.
- Excellent knowledge of costume maintenance and backstage show support requirements.
- Experience of budgeting in relation to equipment, costumes, production needs and staffing, being comfortable with the ongoing re-forecasting of budgets.
- Ability to remain calm, positive and professional when working under pressure.
- Ability to be creative and resourceful in problem solving.
- Ability to work with and support all other departments as well as within a small dedicated production team and maintain good relationships with suppliers and external contractors and freelance technicians.
- A willingness to actively support anti-racism in all areas of work.

Desirable Experience and Skills:

The ideal candidate may also be able to demonstrate some or all of the following, at application or interview stage:

- An awareness of Health and Safety procedures and an understanding of their implications in a costume and stage environment.
- First Aid Training
- Computer literate using Microsoft Office applications.