

**Job Description**

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| Job Title: | Wardrobe Supervisor |
| Faculty/Department: | FASS/SDMS |
| Reporting to: | Technical Manager and Theatre Supervisor |
| Duration: | Fixed term |
| Job Family: | Specialist (Academic Support) |
| Pay Band: | 6 |
| Benchmark Profile: | Specialist (Academic Support) Band 6 |
| CRB Disclosure requirement: | N/A |
| Vacancy Reference: | FA0119 |

**Details Specific to the Post**

**Background and Context**

The School of Drama, Music and Screen is seeking to appoint to a specialist academic support post that will supervise the running of the Wardrobe Facility and oversee all matters relating to stage costume and wardrobe for a range of different performances. The post will require an individual with established professional skills. A solid background within the professional Theatre or an associated Cultural Industry would be advantageous.

### Specific Duties and Responsibilities of the post

This post is an exciting opportunity for a proactive individual who is passionate about stage costume and wardrobe to support both undergraduate and postgraduate students to provide costume and wardrobe support for a range of productions within the School.

The job requires a flexible approach within a busy teaching theatre environment. Contracts will be offered with annualised hours, meaning that there will be periods of concentrated activity including evening and weekend work. When attendance is required at rehearsals and performances on evenings and weekends, hours will be adjusted to ensure that over the course of the year the maximum contractual hours are not exceeded.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

* The role holder:
  + Will organise and supervise for all matters within the School relating to the management of the Wardrobe Facility and the provision of Stage Costume, Wardrobe and Accessories.
  + Will initiate and operate safe working practices in and about the School and Wardrobe facilities.
  + Will ensure continuity of support to teaching in the making and maintenance of costumes.
  + Will contribute to the smooth running of productions.
  + Will plan and prioritise own work and may be required to supervise the work of others and monitor progress within agreed objectives ensuring the effective use of resources.
  + Will be expected to contribute to longer term developments within the department such as implementing improvements to working methods, policies and procedures.

**Main Work Activities**

* To manage the Wardrobe Facility and ensure costume designs for School projects are completed for the approved annual schedule of performances.
* To oversee all undergraduate and postgraduate students, whenever they become involved with the costume aspects of production.
* Taking responsibility for all current costume stock and accessories, e.g. wigs, millinery, make-up.
* To support teaching on core and option modules in various areas of costume design and construction.
* Administering of tests in competency within the Wardrobe.
* Participation in, or assistance with, any public or small-scale production presented by the School as agreed with the Production Committee and the Head of Department: this to include advising of students and facilitating of their working process; design; ordering of materials; making or hire of costume using a range of materials; make-up; the control of allocated production budgets.
* Membership of the Production Committee and other appropriate departmental committees where his/her input is considered to be valuable.
* Ordering and maintenance of Wardrobe and Laundry stock and equipment, including keeping the Wardrobe safe and tidy at all times.
* Collating and updating inventories for all departmental Wardrobe stock.
* Help with exhibition work, research-based projects or support of other teaching where appropriate.
* Skills in theatrical make-up would be a desirable additional skill.
* To create a continuing pool of informed and skilled students able to take responsibility for the design and making of costumes for productions.
* Any other duties commensurate with the grade as appropriate.

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden.
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices. This includes undertaking mandatory equality and diversity training.
* Comply with University regulations, policies and procedures.

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

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| **Competency** | **Identified by** |

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| A relevant qualification and/or appropriate industry experience. | **Application/Interview** |
| Can demonstrate a full understanding of the specialised area of work including management of the area. | **Application/Interview** |
| Ability to work on evenings and weekends. | **Application/Interview** |
| Can demonstrate professional experience within the Theatre and/or Cultural industries. | **Application/Interview** |
| Can demonstrate an ability to make and maintain costume. | **Application/Interview** |
| Can show the ability to train and instruct others in the use of the Wardrobe Facility and its associated machinery/tools. | **Application/Interview** |
| Has an active approach to continuing professional development for personal and professional development. | **Application/Interview** |
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| **Communication (Oral and Written)**  Can demonstrate the ability to provide information in a suitable format so that the others’ needs are met and adjusts the level of content to help others understand. | **Application/Interview** |
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| **Teamwork and Motivation**  Can demonstrate the ability to delegate work to others and/or help to build co-operation to deliver team results. | **Application/Interview** |
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| **Liaison and Networking**  Can demonstrate the ability to make contact with others to ensure that information is exchanged and circulated appropriately to the right person at the right time. | **Application/Interview** |
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| **Service Delivery**  Can demonstrate the ability to seek ways to improve and adjust current levels of service. Deals with complaints and initiates contact with customers to obtain their reactions and views about the service and future needs. | **Application/Interview** |
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| **Planning and Organisation**  Can demonstrate the ability to ensure that the work is carried out effectively and that resources are available to meet demand. Identifies the need for further action and resources by monitoring progress. | **Application/Interview** |
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| **Initiative and Problem Solving**  Can demonstrate the ability to use initiative to recognise problems and offer solutions. | **Application/Interview** |
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| **Analysis/Reporting**  Can demonstrate the ability to design and use data gathering and analytical methods appropriate for each investigation. Recognises and accurately interprets patterns and trends. Recognises when additional data is required and identifies appropriate sources. Produces reports and identifies key issues and findings. | **Application/Interview** |