

COSTUME AND WIGS MANAGER

Theatr Clwyd

Job Description

Family: Theatre Making

Responsible for: Costume Cutters, Costume Technicians, and all freelance and casual staff including Costume Supervisors, WHAM Supervisor, Costume Maintenance, Dressers and Costume Makers

Reports to: Head of Production

Job Purpose

The Costume and Wigs Manager is responsible for managing Theatr Clwyd's costume making function and team. They will actively employ significant levels of specialist knowledge and experience to support the Head of Production in delivering the best possible service to Theatr Clwyd productions.

Key responsibilities

- To lead and unite the Costume team and be responsible for all the departmental administration, ensuring that the personnel work cohesively within the theatre.
- The Costume and Wigs Manager is responsible for the provision, presentation and upkeep of costumes for all Theatr Clwyd's productions, projects, events, producing and touring work.

THEATRE MAKING

- Attend and contribute to production and planning meetings.
- Collaborate with freelance designers to deliver show requirements within agreed budgets, resources and in line with Theatre Green Book standards where appropriate.
- Plan, implement and deliver the costume requirement for all shows, including co-productions, to the highest standard of quality and efficiency.
- Engage and supervise freelance and casual costume personnel as required for every production, making available, processing, and keeping up to date, all necessary documentation.
- Allocate duties and oversee the work of the Production Costume team and WHAM Supervisor
- Organise and supervise post-production costume care processes: briefing the dressers and instructing running wardrobe team regarding laundry, repair and storage.
- Ensure that visiting shows are allocated staff as per their technical rider.

RESOURCE MANAGEMENT

- To make recommendations to the Head of Production on strategy and priorities
- Maintain departmental computerised financial accounting records, process paperwork

for payment card expenditure, generate and track sales orders, and ensure that project expenditure does not exceed budget.

- Responsible for the purchase, replacement and maintenance of the department's equipment and stock
- Manage and maintain the costume and accessories stores.

PEOPLE MANAGEMENT

- To motivate and lead the Costume team by example, by maintaining the highest standard of presentation, demonstrating a positive attitude, dealing promptly and professionally with any requests and providing excellent customer service to all visiting artists, companies and members of the public when required.
- To manage the efficient day-to-day operation of all Theatr Clwyd's Costume and WHAM Department, planning effective deployment of in-house and casual staff to support the theatre's activities.
- Monitoring all personnel and HR matters in the Costume and WHAM Department including absence, holidays, working hours and pay in consultation with the Head of Production and People Team, in line with the theatre's policies and procedures
- In consultation with the People Team, identify training needs to ensure that everyone in the Costume and WHAM Department can carry out their jobs to the highest standard.
- Ensure Costume and WHAM Department have the resources that they need.

COMMUNICATION

- Key relationships will include Theatre Making family, Freelance Creatives and other Theatr Clwyd departments. External relationships will involve suppliers, casual staff, colleagues in other theatres, and incoming companies.
- Maintaining an excellent relationship with the creative team and actors.
- Excellent interpersonal skills and the ability to communicate clearly and consistently with all theatre and event space users
- Excellent ability to negotiate agreements with designers and freelance makers
- Maintain positive relationships with suppliers and contractors

HEALTH AND SAFETY

- Ensure a safe working environment and compliance with all relevant legislation and guidelines.
- Responsible for the safe storage and use of Costume Department equipment and consumables

OTHER

- Actively engage with Theatr Clwyd's development of the Craidd project and working with Deaf, disabled and neurodivergent performers, creatives and offstage teams
- Actively engage with Theatr Clwyd's development of productions using the Theatre Green Book

- Develop new opportunities to generate income e.g. through costume hire and outside makes.
- To carry out other duties as reasonably requested by the Head of Production and Production Manager.

Person Specification

Essential

- Degree or equivalent qualification, or significant training/experience in a relevant field such as Costume Making, Costume Design, Fashion.
- Demonstrable experience working within a Costume/Wardrobe department with strong, proven experience supervising / managing a team.
- Significant experience as a Costume Supervisor.
- In-depth knowledge of fabrics, pattern cutting and modern and traditional methods of costume construction.
- An ability to interpret and realise costume designs.
- Proven experience of managing production and running wardrobe teams.
- Proven experience of financial management.
- Excellent project management skills, with the ability to manage multiple tasks and work under pressure.
- Excellent communication skills.
- Good IT skills including familiarity with Microsoft Office.
- Ability to work flexible and unsociable hours including evenings and weekends.
- A commitment to artistic excellence.

Desirable

- A network of contacts in theatre costuming including freelance makers and costume supervisors
- Knowledge of dying and breaking down techniques, materials and equipment
- Experience of making Risk Assessments in respect of Costume Operations
- Knowledge of HSE regulations and guidelines, specifically COSHH and Method Statements around Costume Operations
- Full driving license
- Spoken and written Welsh.