

WARDROBE TECHNICIAN

Theatr Clwyd

Job Description

Family: Theatre Making

Responsible for: N/A

Reports to: Costume & Wigs Manager

Job Purpose

To work as part of the Making Teams to contribute to the smooth running of the Wardrobe team, delivering a service to Theatr Clwyd productions of the highest possible standards.

Key responsibilities

General

- Under the Costume & Wigs Manager Manager and Costume Cutters be responsible for the making and adaptation of costumes, to the highest possible standards and within the time and budget allocated.
- To assist in measuring actors and in fittings.
- To repair and make alterations and amendments to made, hired and sourced costumes.
- To assist the Costume & Wigs Manager in managing and maintaining the wardrobe stock and resources.
- To dye, distress or otherwise, age costumes, as required
- To assist during production weeks to ensure they run smoothly.
- To undertake Dressing and Costume Maintenance duties as required.
- To undertake practical work in relation to fit-ups, the storage of costumes and wardrobe equipment, and costume displays.
- To work within set budgets and available resources.
- To oversee casual staff and placement students as required.
- To work evenings, weekends and flexible hours when necessary.
- To carry out other duties as reasonably requested by the Head of Production, Production Manager or Costume & Wigs Manager.
- A commitment to sustainable working practices
- To work in a cooperative manner with all Theatr Clwyd Company Members

Health and Safety

- To ensure all Health and Safety requirements are met at all times while working.
- To ensure safe storage and use of materials and compliance to HSE regulations and guidelines (particularly in relation to COSHH).
 - To attend training as required and maintain awareness of Health and Safety regulations specific to the spaces and equipment used.

- To ensure that all specialist equipment is correctly shut down at the completion of each working day.
- To ensure that all potential hazards are made safe as soon as is practicably possible.
- To ensure all equipment is stored safely and is accessible to authorised users.
- To help produce risk assessments and method statements for the wardrobe department as required.

Person Specification

Essential

- Practical, relevant costume making experience, preferably within a similar-sized venue or production company.
- Qualifications in costume making to a high level (Degree standard or equivalent).
- Proficiency in the use of semi- industrial sewing machines and overlockers.
- A high competence in hand-sewing.
- An organised yet flexible approach with successful experience in meeting deadlines, managing conflicting priorities and calm under pressure.
- Demonstrable ability to work as part of a team and to use initiative.
- Ability to be creative and resourceful in problem solving.
- Good practical knowledge of specialist areas such as wigs, costume making, tailoring, dyeing, breaking down
- Excellent interpersonal skills, with an ability to communicate clearly and consistently with all theatre and event space users, especially non-specialist users.
- Ability to deal tactfully with costume fittings for adults and children in a discreet and understanding manner
- Ability to work flexible and unsociable hours including evenings, weekends and bank holidays.
- A high degree of accuracy and attention to detail.
- A commitment to artistic excellence.

Desirable

- Qualifications in costume design and/or textiles
- Understanding of costume history
- Written and spoken Welsh.
- Good working knowledge of UK theatre.
- Full driving licence.