

COSTUME MANAGER

Company Profile

Our Vision

To be recognised as one of the world's preeminent theatre companies, leading the cultural conversation and chosen as a favourite destination for Australians.

Our Purpose

To share remarkable stories that enable people to better understand the world around them.

Our Values

Leadership: We are a contemporary leader in the arts, with a clear vision and viable roadmap for the future. We are a part of the cultural conversation, ensuring theatre remains an influential and relevant art form in Australian and internationally.

Equity and Inclusion: We support and promote equity across our staff, performers and program. We also represent and reflect the diversity of our society and the many stories of our time.

Creativity: We take artistic risks and challenge conventional performance boundaries. We integrate creativity into our daily work, using it to solve business challenges as they arise.

Connection: We grow and connect with our communities (both internal and external) by ensuring Melbourne Theatre Company remains relevant. We do this by listening, understanding and evolving to challenge, inspire and entertain.

Purpose of the Position

The purpose of this role is to analyse and realise the Costume Designs for all Melbourne Theatre Company Productions. The COSTUME MANAGER collaborates with Costume Designers and manages the resources of the Costume Department in order to achieve the physical construction of theatrical costumes including millinery, wigs, make-up and art finishing elements, in accordance with all design deadlines and within budget allocations.

Key Relationships

This is a management position and a member of the Costume Department, reporting directly to the *Technical & Production Director*. The COSTUME MANAGER will be responsible for the supervision of a team including Costume Coordinators, Costume Makers, Costume Buyers, Dressers, Costume Maintenance, Milliners, Wig Makers and Costume Hire staff. The team comprises of both permanent staff along with casual staff depending on the needs of each Production.

Duties & Responsibilities

The COSTUME MANAGER is responsible for supervising the overall manufacture, construction, purchasing and maintenance of costumes, millinery, wigs and art finishing elements for Melbourne Theatre Company Productions as well as the costume hire department.

Responsibilities include, but are not limited to:

1. Productions

- Liaise with the Costume Designer to analyse the feasibility and devise the best method to realise the Costume Design and art finishing of the costumes, including millinery and wigs.
- Coordinate the sourcing and purchasing of materials and supplies as required for costume construction.
- Liaise with the Stage Managers and Designers to arrange costume fittings for performers engaged to appear in each Production.
- Supervise the manufacture of theatrical costumes as per agreed designs.
- Conduct research and experimentation to ensure costumes are created in the most efficient way.
- Read daily reports from each Production and implement any requests relevant to the department, and/or communicate with show personnel regarding specific show requests in a timely manner.
- Liaise with other departments such as Props and Scenic Art on any “soft props” or upholstery requirements to ensure coordination of manufacture and effective time and resource management.
- Facilitate Costume Parades to occur prior to transfer to the Theatre.
- Attend Production Meetings as required.
- Attend Technical Rehearsals as required.
- Coordinate Costume Maintenance, manage the day-to-day repair and maintenance of costumes during performance seasons.
- Actively contribute to costume manufacture processes as required.
- Read and create Costume Extractions from scripts as required.

2. Budgets and Resource Allocation

- Ensure all known Costume Design elements are adequately costed and within material and labour budgets prior to proceeding with manufacture.
- Maintain costing and expenditure records using Melbourne Theatre Company systems including PlayON database.
- Order and purchase equipment and construction materials as required, maintaining consumable stock levels and keeping within allocated budget.
- Relay any changes or issues with budgetary impact promptly (and with recommendations) to the *Technical & Production Director* and the assigned *Production Manager* for approval and/or authorisation.
- Supervise and co-ordinate resources and staff within the department to achieve Production deadlines and housekeeping standards.
- Consult with the *Technical & Production Director* to establish the annual supplementary staff required to achieve Production requirements within a Season.
- Regularly update and report on manufacturing budgets during construction periods.

3. Health and Safety

- Participate in Risk Assessment discussions at each phase of the Design process and implement control measures.
- Ensure staff members have necessary qualifications, training and inductions for tasks they are required to perform.
- In consultation with the *H&S Coordinator*, arrange training of staff as required.
- Carry out inductions for Costume staff.

4. Asset Management, Storage, Maintenance

- Maintain Costume Workroom in a clean and tidy manner.
- Maintain a departmental database of stock items and suppliers' details.
- Assist with the maintenance of other Melbourne Theatre Company resources.

5. Touring

- Preparation of costume elements for touring, including assisting with any modifications due to cast changes.

6. Staffing

- Engage and supervise casual staff as required to fulfil manufacturing and performance crew requirements.
- Effective rostering of staff to achieve Production deadlines and housekeeping standards.
- Collaborate with the team and, where necessary, instruct staff, encouraging further learning and professional development.
- Participate in establishing cross departmental collaboration and cooperation. Actively participate in resolving conflicts that may arise within or between departments.
- Maintain and develop professional relationships with staff at all Melbourne Theatre Company performance venues including the Southbank Theatre.
- Effectively manage a variety of tasks, characterised by occasional peak periods and significant interruptions.

7. Other duties

- Work with the *Technical & Production Director* to develop forward planning and the management of the daily operation of the Costume workroom.
- Other duties as required by the employer which are within the knowledge, skills and capabilities of the employee.

Skills & Attributes

The position requires someone who has the ability for creative problem solving experience in regards to the construction of costumes within a budget; they should be meticulous with detail and have effective people and communication skills.

The key requirements for this role are:

- Extensive knowledge and experience as a multi-skilled costume maker able to make complex whole garments and patterns to specifications.
- Knowledge of safe work procedures coupled with extensive knowledge in the correct use of workroom machinery and tools.
- Knowledge of the various materials used in the construction of costumes.
- Knowledge of history of fashion and costume, and the ability to apply this knowledge.
- The ability to work from and interpret costume drawings, prints, designs and visual references.
- A general understanding and the ability to apply quality control techniques.
- The ability to manage teams, using effective delegation of authority and responsibility to maximise productivity.
- The ability to work collaboratively as well as alone with limited supervision.
- Initiative to take on tasks, actively seeking out information and the ability to problem solve.
- Planning and organisational skills.
- A relevant trade certificate or the equivalent skill and competence acquired through a significant period of professional experience in the theatre industry.
- Excellent time management skills and a demonstrated capacity to meet deadlines and delegate work.
- The ability to cope with the demands of a high pressured position where time and resources are limited.
- Demonstrated ability to construct theatrical costumes to a high standard.
- Good communication and liaison skills.
- Extensive knowledge of theatre practices, theatre terminology, theatre etiquette and theatre craft is essential.
- An understanding of Health and Safety legislation and Australian Standards.

Licence and Qualifications

This position requires the following licences and/or qualifications as outlined below. Candidates must have all licenses/qualifications listed as an Expected Skill, whereas training will be provided by Melbourne Theatre Company for Preferred items if they are not already obtained.

Desirable items are beneficial to have, but not essential. As Required items may be provided by Melbourne Theatre Company if a need arises during the period of engagement.

Licence / Qualification	Expected Skill	Preferred	Desirable	As Required	Level
Drivers Licence	YES				
Working With Children				YES	
First Aid Level 2		YES			

Further training opportunities may be available during the period of engagement subject to application and approval.

Computer Skills

.This position requires the ability to operate required computer programs including:

Software Application	Expected Skill	Preferred	Desirable	As Required	Level
Microsoft Office Suite: Word, Excel, Outlook.	YES				Int
Microsoft Office Suite: Access		YES			Beg
Tech One – Finance software		YES			Int

Work Environment / Physical Requirements

This position requires the following physical tasks and environmental conditions. The frequency rate is as follows:

5 = Occurs multiple times per day, **4** = Occurs daily, **3** = Occurs weekly, **2** = Occurs occasionally, **1** = Occurs rarely.

CONDITION/ACTIVITY	FREQUENCY RATE				
	5	4	3	2	1
Manual Handling – under 10kg	X				
Manual Handling – above 10kg			X		
Manual Work		X			
Twisting/Bending		X			
Working with arms above head				X	
Lifting above shoulder height			X		
Squatting, Crouching or Kneeling			X		
Pushing or Pulling – above 10kg			X		
Using power hand tools					X
Operating precision machinery			X		
Close inspection work / Fine detail work				X	
Wearing hearing protection				X	
Wearing eye protection				X	
Working in dusty environments				X	
Working in extreme cold - under 10°C					X
Working in extreme heat - above 35°C					X
Performing clerical duties		X			
Driving cars		X			
Using computer keyboard and mouse	X				

Melbourne Theatre Company is an Equal Opportunity Employer. These requirements are based on an average standard week for this position.

Health & Safety

All Melbourne Theatre Company staff are responsible for the following safe work procedures and instructions:

- All employees are to comply with the Policies and Procedures.
- Adopt work practices that support Health and Safety programs.
- Take reasonable care for the safety of one's own health and safety and that of other people who may be affected by their conduct in the workplace.
- Seek guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to supervisor.
- Must not wilfully place at risk the health or safety of any person in the workplace.
- Participate in meetings, training and other environment, health and safety activities.
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.
- Wear personal protective equipment as provided.
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse.
- Must cooperate with Melbourne Theatre Company management in relation to actions taken by Melbourne Theatre Company to comply with Occupational Health and Safety and Environmental legislation.

In addition, all managers/department heads must:

- Be responsible for the day-to-day management of Health and Safety issues.
- Ensure adequate consultation with Melbourne Theatre Company staff and contractors regarding Health and Safety.
- Implement Melbourne Theatre Company's Health and Safety policies and procedures, and the annual Health and Safety scheduled requirements.
- Follow all agreed procedures in consultation with staff.
- Ensure that all new staff or contractors receive induction Health and Safety training prior to commencing any new work practices or using new equipment.
- Participate in regular workplace inspections and ensure that required changes are implemented within the required timeframe.
- Maintain appropriate records as required under the University of Melbourne's Safety Mapping program.
- Investigate all reported incidents and develop plans to prevent a similar occurrence.
- Participate in safety meetings (where applicable) and other safety programs.
- Apply appropriate return to work and injury management within their section.

Access and Inclusion

Melbourne Theatre Company is an Equal Opportunity Employer committed to providing a safe working environment. We embrace and value diversity and inclusion in the workplace. Diversity includes all the ways in which employees differ, and the valuable contribution that all of these differences bring to the Company.

Melbourne Theatre Company encourages applications from Aboriginal and Torres Strait Islander people, people with diverse cultural backgrounds and people with disabilities. It is our policy to consider reasonable adjustments for qualified applicants with disabilities.

Definitions

GRADING

“**Adv**” – (**Advanced**) means requiring 3 or more years’ experience or equivalent qualification in identified task or position.

“**Int**” – (**Intermediate**) means requiring between 1 and 3 years’ experience or equivalent qualification in identified task or position.

“**Beg**” – (**Beginner**) means requiring up to 1 years’ experience or equivalent qualification in identified task or position.

GENERAL

“**BL**” – (**Boom Lift**) means an aerial work platform with multiple articulable sections.

“**EWP**” – (**Elevated Work Platform**) means any aerial work platform such as boom and scissor lifts used to allow work to be carried out at height.

“**SL**” – (**Scissor Lift**) means an aerial work platform raised or lowered by the closing or opening of crossed supports.

“**VL**” – (**Vertical Lift or Vertical Lift Bridge**) means a type of movable bridge in which a span rises vertically while remaining parallel with the deck.

“**DG**” – (**Dogging**) means Licence to perform High Risk Work – Dogging level.

“**RB**” – (**Basic Rigging**) means Licence to perform High Risk Work – Basic Rigging level.

“**RA**” – (**Advanced Rigging**) means Licence to perform High Risk Work – Advanced Rigging level.

“**LF**” – (**Forklift**) means Licence to perform High Risk Work – Forklift.

“**RSA**” – (**Responsible Service of Alcohol**) means Responsible Service of Alcohol training and certificate.

“**RSF**” – (**Responsible Service of Food**) means Responsible Service of Food training and certificate.

“**TL**” – (**Trailer Mounted Boom**) means an aerial work platform with multiple articulable sections (Boom Lift) that can be towed behind a vehicle.

VERSION CONTROL			
Department	Human Resources	Approved by:	
Author:	Technical and Production Director, HR Admin	Approved Date:	November 2022
File Name:	Costume Manager PD2022 V03-Published.Docx	Effective Date:	November 2022
Status:	Published	Next Review Date:	November 2025