

# Job Title: Assistant Costume Maker

* Department: Wardrobe
* Responsible to: Head of Wardrobe, Costume Cutters

## Main Purpose of the Job

Northern Ballet Northern Ballet is seeking to appoint a skilled Assistant Costume Maker to join the Wardrobe Department. This is a key role in assisting the Wardrobe Department in all aspects of making, fitting and refurbishing costumes for show creation and revivals.

## Key Responsibilities

You will be required to undertake any and all duties expected of an Assistant Costume Maker which include but are not limited to:

* Work under the instruction of the Costume Cutters and/or Makers, assisting in the cutting and making of costumes for new and existing shows to the highest possible standards
* Communicate, liaise and work as a team with the other members of the workroom team to ensure the highest standards
* Assist with fittings of costumes as required
* Attend rehearsals as required, including technical, dress and costume understudy
* Ensure that work materials and all costumes, shoes & accessories are kept in a tidy and secure manner, maintaining good housekeeping skills including washing, ironing & mending
* Provide assistance on photo calls, digital filming and company events/galas if required
* Ensure the safest possible working environment and that all Health and Safety procedure and practice including any additional COVID-19 Infection Control Procedures are adhered to
* Work primarily at our base in Leeds, however assist at touring venues when necessary

## Person Specification

### Essential Criteria

* Relevant costume training/qualification
* Previous experience working within a busy and diverse costume workroom
* Familiarity of working with all types of fabric including lycra, chiffon and decorative fabrics
* Familiarity with working with a variety of domestic and industrial equipment
* Strong hand sewing skills
* Strong communication skills
* Ability to work within a team & on your own initiative
* Ability to manage a busy workload and a commitment to getting things done efficiently and to a high standard
* Ability to adapt to working on multiple projects with various deadlines.
* Flexible approach to working as you may be required to work unsociable hours.
* An alert approach to Health & Safety and appropriate working methods at all time.

### Desirable Criteria

* Experience of working in live theatre
* Experience within a dance company
* Have held a similar position in a workroom

## Other Details

* Salary: £27,050 per annum
* Hours: Normal working hours are 35-40 hours per week, Mon – Fri when based at Quarry Hill. Additional hours as required for technical and dress rehearsal as needed.
* Closing date for applications: 14th August 2022
* Interviews will take place in Leeds week commencing 22nd August. The interview will include a practical element
* Start date: As soon as possible, ideally early-mid September, however this can be discussed with the successful candidate

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THE ASSISTANT COSTUME MAKER. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND FORMS PART OF THE CONTRACT OF EMPLOYMENT.