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| **Job Title** | Set and Costume Designer |
| **Reports to** | Director of Drama  |

**Job Purpose**

The Set and Costume Designer (Designer from hereon) works alongside the team of theatre professionals to provide at least ten productions within the academic year as part of a fully programmed season. The Designer will take full design responsibility for the set and costume design for at least four of these productions and will assist on all other productions. This role is key in effectively delivering the artistic and creative teams’ vision to the stage. It entails detailed collaboration with directors, colleagues and students, working on a wide range of plays and styles, in a variety of performance spaces. The ability to lead, develop and enthuse a team of students, to remain calm and focused under pressure, to meet deadlines and have flair and a creative approach to design is essential.

The Designer will work alongside another Designer and the Assistant Designer in a collegiate way assisting on all productions that are produced by the theatre. The Designer will offer scenic, construction, costume, wig and make up support where required.

The Designer will act as a joint mentor to an Assistant Designer, supervising their work on a day-to-day basis and offering them support and guidance.

We are aware the breadth of the skills set out in this role profile are wide-ranging and that you might not currently meet all of them, but professional development opportunities will be available to upskill in the relevant areas.

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| **Overall Key Tasks and Responsibilities*** Designing the set and costumes for allocated productions in the Main House Theatre, Caccia Studio and other spaces across the school;
* Identifying any extra support required with set and/or costume construction and wigs and make up for productions and working with the Production Manager and Director of Drama to source that support;
* Assisting on all productions produced by the theatre;
* Working within production budgets;
* Meeting production deadlines;
* Advising on the design for productions in other College venues including but not limited to Independent plays and curricular drama productions;
* Co-ordinating the student led Stage Management and Wardrobe teams on productions, alongside the rest of the theatre team;
* Motivating, guiding and working with students by providing opportunities for them to upskill in areas such as painting techniques, costume alterations and stage management of shows;
* Supervising students working in the theatre spaces and other College venues used for performance;
* Maintaining and encouraging good housekeeping practices throughout the theatres, including wardrobe, make up, green room and dressing rooms, prop & furniture stores, workshop and paint areas along with the rest of the creative team;
* Assisting with fit-ups and get outs as part of the theatre team;
* Supervising the work of the Assistant Designer on a day-to-day basis, and overseeing their design work on the productions where they act as the lead designer;
* Maintaining excellent working relationships with all staff across the theatre;
* Offering pastoral support for any student teams you work with;
* Supporting the Head of Theatre Studies in a non-teaching capacity in the delivery of the academic programme;
* Undertaking any other reasonable task as requested to ensure the effective running of the theatre;
* Where required, undertake regulated activity, such as unsupervised contact with students, ensuring that safeguarding procedures are followed and providing safe and effective care at all times;
* Good understanding and effective implementation of Child Protection procedures;
* Commitment and promotion of equality, diversity & inclusion;
* Commitment to safeguarding and promoting the welfare of students, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

**Key Tasks and Responsibilities as Lead Designer on allocated productions working alongside the director and creative team**Set* Providing detailed set specifications, scaled ground plans & elevations and technical working drawings for set construction as required and produce white card and fully painted model boxes;
* Painting, making and dressing sets for productions;
* Working with the Director of Drama and Production Manager on the practicalities of construction before finalising a set design;
* Sourcing materials, props, furniture and set dressing for all productions designed.

Costume |
| * Selecting costumes from stock;
* Making new costumes as required and undertaking costume alterations as necessary;
* Purchasing/hiring appropriate costumes, make-up and wigs and accessories for productions and stock; Manage the packing and unpacking and returning of costume and wig hires;
* Arranging for students to be measured and fitted for costumes and hair pieces
* Preparing costume, wig and make-up plots.
* Make up cast and fit wigs (where required) before shows;
* Be responsible for laundry and costume maintenance requirements.
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## Health and Safety

* Maintain the highest levels of health and safety standards, working within agreed health and safety policies and procedures, and acting as a role model for the students in these standards;
* Keep abreast of current Health and Safety legislation, specifically in relation to Care of Substances hazardous to health (COSHH) and Manual Handling at Work (MHAW) regulations;

Be responsible or the safe disposal of all waste generated by the costume & make-up areas and all scenic products.

**Skills and Competencies Required**

To be successful in this role, you will need to be able to demonstrate the following:

* Relevant hands-on professional theatre experience with a creative, resourceful and stimulating approach to design;
* Good working knowledge and experience of producing scaled plans and technical drawings using design-related software;
* Experience of designing, producing and painting sets and props. If you also have experience of prop and furniture sourcing and providing design advice then this would be particularly advantageous;
* Traditional fine arts skills of sketching, rendering, and painting. Also, ideally be well versed in techniques such as marbling, ragging, and wood graining and texturing, and should have a good understanding of art history, period styles, motifs and architecture;
* Experience of making sets;
* Proficient sewing/alteration skills for making/altering costumes;
* A working knowledge of sewing machines, overlockers and laundry equipment;
* Relevant dressing experience;
* Ability to organise and prioritise workload;
* Excellent time management skills with the ability to work well under pressure & to deadlines within a small but dedicated team
* Good communication skills – students, staff, volunteers & external organisations;
* A willingness to learn;
* Self-motivated and able to take the initiative whilst working within the parameters of the production;
* Attention to detail;
* Experience and an understanding of modern theatre production techniques;
* Good IT skills including use of emails, Word and Microsoft Excel.

**Working Pattern**

* This role is predominantly term time plus three days at the start of each term, typically working an average of 48 hours per week. The core working hours will be from 9am to 6:30pm, Monday to Friday, with an hour unpaid for lunch each day. The remaining 5.5 hours each week will be worked during evenings and weekends. For example:
* Saturday mornings 09.00-13.00 or 14.00 – 19.00 may be worked if production work is required leading up to and/or during productions;
* Sunday mornings 09.00-13.00 are required if there is a get-out;
* Sunday afternoons and evenings will be required when there are technical rehearsals;
* There will be approximately 8 x full and 7 x half weekends per year that the post holder will be required to work as determined by the production schedule. These will be made up by the additional 5.5 hours to be worked each week.
* The exact days and hours of your working week will be by mutual agreement with the Director of Drama as the working hours are not fixed and can vary according to the level of the activities in the Theatre and the school programme.
* In addition to the above it is assumed that about 274 hours will be worked in the school holidays or in the evenings in term time. A typical breakdown of when these hours will be worked might be as follows:
* *4 days @ 8hrs each in the Christmas holidays.         32 hrs*
* *3 days @ 8 hrs each in the Easter holidays                24 hrs*
* *4 days @ 8 hrs each in the Summer holidays            32 hrs*
* *Production Housekeeping                                             14 hrs*
* *Farrer Theatre & Caccia Studio Get-Outs                   28 hrs*
* *Production Rehearsals. Mostly evenings.                  144 hrs*

On top of the above working weeks, you are entitled to 5.6 weeks paid holiday. You are required to take your annual leave during non-term periods, excluding the week before the start and after the end of each term. If a bank holiday falls during term time this is considered a normal working day, and you will receive a day’s holiday in lieu. The remainder of the school holiday constitutes unpaid holiday.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.