|  |  |
| --- | --- |
| **Job Title** | Wardrobe and Make Up Supervisor |
| **Reports to** | Director of Drama / Production Manager (on a daily basis) |

**Job Purpose**

The Wardrobe and Make Up Supervisor works alongside the team of theatre professionals to provide at least 10 fully costumed productions within the academic year as part of a fully programmed season. 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, 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 costume and make-up design is essential.

**Key Tasks and Responsibilities**

**In-house Costume & Make-Up**

* Consult with directors and oversee all costume and make-up for the theatre;
* Read plays and design costume, wig and make-up plots;
* Plan, organise, and lead the student led wardrobe and make-up team for productions;
* Ensure the historical and contextual accuracy of costumes, make-up and wigs for each production;
* Arrange for students to be measured and fitted for costumes and hair pieces;
* Select costumes from stock;
* Make new costumes as required and undertake costume alterations as necessary;
* Purchase/hire appropriate costumes, make-up and wigs and accessories for productions and stock;
* Develop a strategy to list, maintain and assess theatre’s stock of costumes, make-up and wigs;
* Attend technical and dress rehearsals when required and make final adjustments for costumes, make-up and wigs;
* Make up cast before shows;
* Effectively manage students in wardrobe, dressing rooms and make-up room;
* Keep a high standard of housekeeping within wardrobe and make-up;
* Check returned costumes from all productions;
* Sort and clear up costumes, make-up and wigs after shows;
* Wash, iron, repair and rehang costumes;
* Ensure the wardrobe/make-up department delivers to deadline and on budget in all projects;
* Manage the departmental budget;
* Travel to/visit external costume hire establishments to choose costumes and make-up for productions;
* Manage relationships with suppliers ensuring best value procurement and strict delivery schedules;
* Develop and expand the student wardrobe & make-up department in consultation with the Director of Drama/Production Manager;
* Stay abreast of developments in make-up techniques;
* Maintain excellent working relationships with all staff across the theatre;
* Supporting the Head of Theatre Studies in a non-teaching capacity in the delivery of the academic programme;
* Offer pastoral support for any student teams you work with;
* Provide opportunities for students to upskill in wardrobe, wigs and make-up
* Undertake any other duties requested by the Director of Drama/Production Manager necessary for the smooth running of the wardrobe and make-up department.

## 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;

**Safeguarding**

* 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.

**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 in a wardrobe department with a creative and stimulating approach to costume design;
* The ability to work under pressure and within a small but dedicated team;
* Proficient sewing/alteration skills for making/altering costumes;
* A working knowledge of sewing machines, over lockers and laundry equipment;
* Relevant dressing experience;
* Full, clean UK driving licence;
* Ability to organise and prioritise workload;
* Good communication skills – students, staff, volunteers & external organisations;
* Be able to come up with new ways of doing things;
* 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.

In addition to your experience, you may enjoy this role if you possess;

* First Aid training;
* Experience working in a producing theatre;
* Experience of working in a school environment or with young people more generally.

**Working Pattern**

* The full-time appointment provides cover for a total of approximately 40 hours per week during term-time plus 3 days before the start of each term. Typical hours of work will be 09.00am to 6.00pm Monday to Friday. However, flexible hours will be needed to fulfil the requirements of the post to include evening and all-day weekend work (agreed in advance). For example, during production week you would be expected to work 11.30am – 8.30pm (3 days/week) and until 11.00pm (2 days/week) and on a Saturday/Sunday 5.00pm to 8.30pm. Approximately 200 hours are included in the salary to cover these additional hours.

You will also be required to conduct some preparatory work over some of the school holidays. You will not be required to be onsite for these hours. Approximately 69 hours are included in your salary to cover these additional hours. These may be carried out as follows, but are subject to the demands of the programme:

* 17 hours over Michaelmas break;
* 17 hours during the Easter break;
* 35 hours over the Summer break.

**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.