

# Job Vacancy

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## Ladies Costume Cutter

**Department:** Costume

**Salary:** £26,859.48 per annum

**Deadline for Applications:** Wednesday 26 February 2020 (12 pm)

**Interviews:** TBC

**Permanent**

Welsh National Opera is an Equal Opportunities Employer and a Registered Charity. We encourage people from any background to apply for vacancies. We are committed to creating a workforce which is representative of society and brings together people with a variety of skills and experiences to help shape what we do and how we work. We are particularly keen to hear from Black, Asian and Minority Ethnic (BAME) and disabled candidates.

All candidates must complete an application form. Forms can be downloaded at <https://wno.org.uk/about/work-for-us> and submitted electronically to [recruitment@wno.org.uk](mailto:recruitment@wno.org.uk) or in hard copy to the HR Department, WNO, Wales Millennium Centre, Bute Place Cardiff CF10 5AL.

## Our Mission

Our mission is to bring the power, drama and raw emotion of opera to as wide an audience as possible in performances, marked by an uncompromising quest for artistic quality.

As a national company with international status, we sit at the heart of music-making in Wales and play a valuable role in the communities we serve in England. We work with our partners to discover and nurture young operatic talent, and provide the springboard for international careers.

Touring is our lifeblood and we strive to present the highest quality work across our artistic programme, entertaining and inspiring audiences at our operas and concerts and providing transformative experiences through our youth and community work.

Building on our 70-year history and our roots in the communities of South Wales, we aim to demonstrate to future generations that opera is a rewarding, relevant and universal art form.

More than any other company, WNO opens up the world of opera to everyone.

## Our Vision

We believe in the power of opera to transform lives.

## Our Values are:

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|----------------------|--|
| <b>Expert</b>        | our people have the talent, knowledge and skills to deliver at every level with the highest quality standards  |
| <b>Collaborative</b> | our work is created by people coming together and working in partnership to successfully achieve common goals  |
| <b>Smart</b>         | we are agile and open-minded, identifying new opportunities and using our resources wisely to maximise our potential                                     |
| <b>Innovative</b>    | we are unafraid to challenge ourselves creatively and professionally and actively encourage new ideas  |
| <b>Inclusive</b>     | we embrace a diverse workplace culture where people are valued. We respect and recognise each other's differences in an environment where all can thrive |

## Our Goals

Goal 1: Artistic

Open up opera through presentation, content, innovation and accessibility

Goal 2: Income

Unlock our creative and artistic capital to grow our income streams

Goal 3: Audience

Grow and diversify our audiences by creating a buzz, increasing engagement and becoming unmissable

Goal 4: Relevance

Increase our relevance and inspire ownership throughout Wales, England and internationally

The energy which drives the Company today is rooted in its formation in the 1940s. In 1943, WNO was founded by a group of people from across South Wales including miners, teachers and doctors. They wanted to forge an opera Company befitting Wales's rich reputation as the 'land of song'. The first rehearsals took place above a garage in Cardiff and their first performance was in April 1946 with the double

bill of *Cavalleria rusticana* and *Pagliacci*. From those early days through to today, WNO has attracted some of the world's best opera singers, and indeed offers many young singers their first steps to international renown.

Following his position as General Director of Seattle Opera since 2014, Aidan Lang joined WNO to lead the Company as General Manager in July 2019.

Welsh National Opera has been led from the pit by a series of great Music Directors and has worked with many of the art form's most influential directors; traditions which continue to this day. Our current Music Director Tomáš Hanus joined WNO in August 2016. At its heart sit the Company's two full-time ensembles, the 40 strong Chorus and 55 strong Orchestra. The Company's funding structure is unique amongst large-scale arts organisations in the UK as it receives its core funding from both the Arts Council of Wales and Arts Council England.

The Company performs at its home base – the state-of-the-art Wales Millennium Centre, Cardiff and tours in Wales and England performing to over 100,000 people each year. Today WNO is an ensemble of passionate and committed musicians, artists, craftspeople, technicians and administrators. It employs over 230 people and has a turnover of £18m.

## About Cardiff – The Home of Welsh National Opera

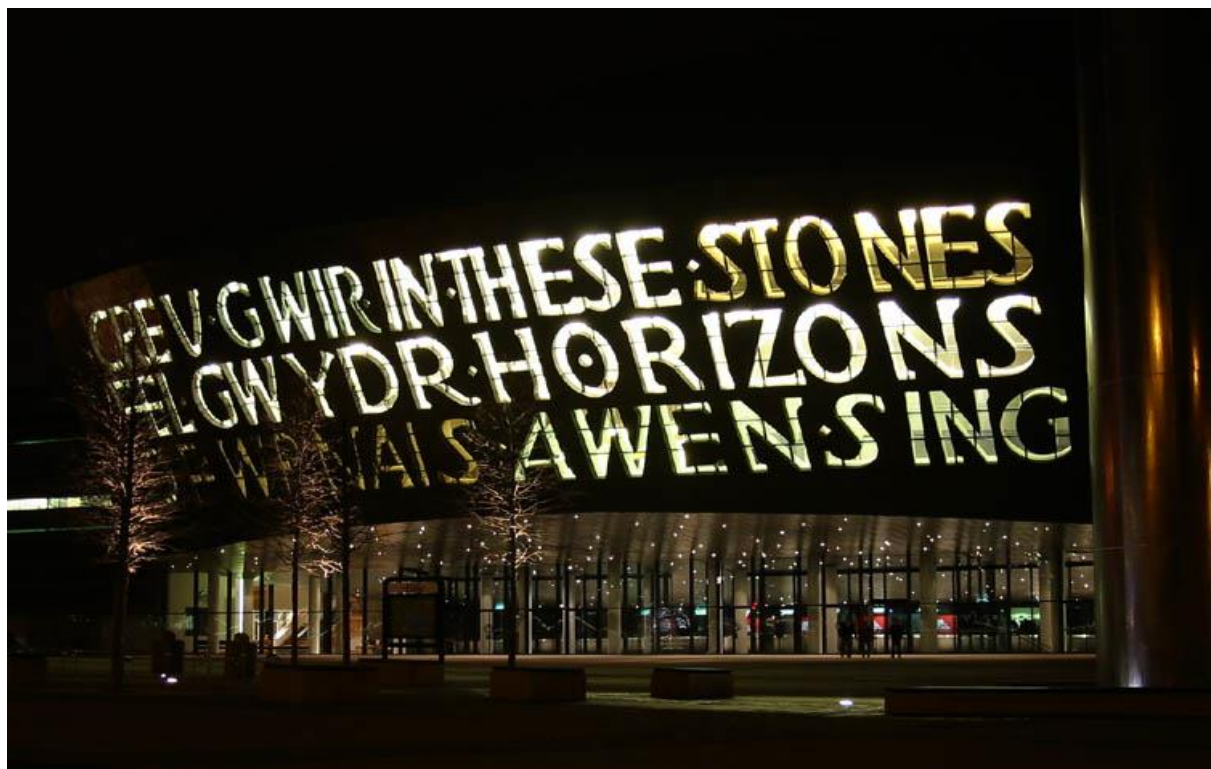
Cardiff is a city proud of its culture, history and language. The capital of Wales since 1955, Cardiff has embraced the role with vigour, emerging in the new millennium as one of Britain's leading urban centres.

Cardiff is a compact city; an ancient castle to the north of its centre; a thriving waterfront at Cardiff Bay to its south; Cardiff combines ancient history, sporting excitement, ultra-modern development, eclectic culture and activities. Cardiff is a friendly, diverse and exciting capital city, just 2 hours by train from London.

Cardiff offers a startling range of unique attractions, top class entertainment and quality shopping with a difference and is easy to explore on foot with attractions such as the National Museum Cardiff, spectacular Cardiff Castle and the impressive Principality Stadium, all within the City Centre, while Cardiff Bay is a short hop away.

Cardiff is also a thriving hub for the arts and media in Wales and internationally and a flourishing film and TV industry. Many mainstream television programmes such as *Torchwood*, *Merlin*, *Gavin and Stacey*, *Casualty*, *Sherlock*, *Upstairs Downstairs*, *The Hollow Crown* Shakespeare series of plays and *Pobl y Cwm* are all being produced by BBC Wales and S4C, with *Doctor Who* attracting fans from across the globe. Cardiff also hosts many musical events including the prestigious *Cardiff Singer of the World* annual competition which draws a huge international audience of fans to the city as well as many arts and media students who chose to study at the Royal Welsh College of Music & Drama, Cardiff School of Journalism, Media and Cultural Studies is based at Cardiff University, a member of the prestigious Russell Group of leading universities and the Cardiff School of Creative and Cultural Industries at the University of South Wales.

Along with the innovative architecture of Cardiff City Centre with its historic buildings, Cardiff Bay offers a great mix of dining, shopping, activities, waterside views, arts and entertainment for everyone. At its heart is Wales Millennium Centre, the home of Welsh National Opera.



## **Job Description**

**Job title:** Ladies Costume Cutter

**Responsible to:** Head of Costume

**Responsible for:** Overseeing the work of the Senior Costume Maker and Costume Makers

### **Key accountabilities**

- Drafting patterns from designs supplied by designer, either from explicit working drawings or using drafting pattern costume books in discussion with the designer or Head of Costume.
- Cutting costumes.
- Liaising with artists and designers.
- Fitting costumes for artists so as to achieve comfort and fit while at the same time satisfying the designer's artistic requirements. Fittings are attended by the Designer, Cutter, Senior Costume Maker and usually the Head of Costume.
- Altering costumes in the theatre, sometimes quickly and at short notice, as required by the designer.
- Responsible for re-cast costumes and alterations.
- Liaising with three working staff.
- Attending stage rehearsals as required by the Head of Costume.
- Occasionally attending fittings away from home base.
- Ensuring general tidiness of own machine and workspace.

### **Health & Safety**

The post carries responsibility for Health & Safety issues at level 6 (see attached).

## **Person Specification**

### **Essential skills and experience include:**

- Proven, significant track record and experience of making costumes in a professional workroom.
- Highly experienced in working with both period and modern costumes.
- The ability to demonstrate Key Skills such as communication, application of numbers and IT skills.
- Ability to work to deadlines, to a high standard and ensuring attention to detail.
- Flexible, hardworking and organised.
- Positive and constructive attitude.
- Knowledge of dressing performers.
- Ability to work with due regard to Health & Safety.

### **Desirable skills and experience include:**

- Good knowledge of basic Health and Safety.

## **Employee Benefits**

### **Pension**

All employees are automatically enrolled into WNO's Stakeholder Pension Scheme (the "Plan") or such other registered pension scheme as may be set up by the Company as a Qualifying Workplace Pension Scheme three months after joining the Company, subject to satisfying certain eligibility criteria.

### **Maternity/ Paternity/ Adoption**

We offer a generous scheme which provides payments in addition to statutory provisions.

### **Corporate Leisure – Gym Membership**

All employees are eligible to obtain the Active Corporate Card operated by Cardiff City Council which is available at a 25% reduced rate and covers various leisure facilities throughout Cardiff.

### **Discounts**

The Wales Millennium Centre offers discounts to residents at selected outlets within the building and selected restaurants around Cardiff Bay on presentation of ID cards.

### **Discounted Cinema Tickets from Cineworld**

Please contact HR for an access code.

### **Staff Parking Discount with Q Park**

We have a corporate rate with Q Park, Pierhead Street (opposite WMC).

### **Employee Assistant Programme**

We provide a free confidential; counselling and advice service that is available family.to all our employees, freelancers and contractors.

## **Main Terms and Conditions**

- Salary £26,859.48 per annum payable monthly by credit transfer to bank.
- The offer of an appointment is subject to receipt of two references that are satisfactory to the company.
- The appointment is subject to a trial period of six months.
- The Costume Department works under the WNO/BECTU House Agreement.
- Normal office hours are 9.00 to 5.30, Monday to Friday, with a 1-hour lunch break, but it should be understood that work will sometimes need to be undertaken outside these hours and at weekends.
- Holiday entitlement is 25 days per annum (pro rata during first year of employment).
- Sickness benefit during the probationary period is at the statutory minimum. Entitlement after completion of the probationary period is a maximum of 13 weeks at full salary and 13 weeks at half salary, inclusive of statutory sick pay in both cases.
- The Company offers a contributory pension scheme.

# **Health and Safety**

## **Individual Responsibilities**

All Employees

(Level 6)

**Every employed person, including Managers.**

### **Responsibilities**

All employees are responsible for:-

The observance and implementation of rules and systems which are derived from the Health and Safety Policy and the arrangements for its implementation.

Taking reasonable care for their personal health and safety and that of fellow employees and others who may be affected either directly or indirectly by their acts or omissions at work.

Reporting promptly to the appropriate Manager potential or actual hazards and defects.

Taking part in any health and safety training considered by the Company to be necessary in order to comply with the Company Health and Safety Policy and current legislation.

Knowing the correct action to be taken in the event of an accident, fire or other emergency.

Co-operating with Management and other employees in meeting statutory requirements.

Not interfering with or misusing anything provided to protect their health, safety or welfare which is required by legislation and using any machinery, equipment, substance or safety device in accordance with any training and instruction.