

Casual Head Dresser

Autumn Season - available from 31 August 2021

Department: Technical

Salary: £12.67 per hour

Deadline for Applications: Thursday 19 August

Interviews: Tuesday 24 August

Start Date: from Tue 31 August

Details: Various hours will be offered to support rehearsals and performances during our Seasons at WMC in Cardiff

Additional Hours will be required in order to organize the rota for our Casual Dresser Pool

Job Description

Job title: Casual Head Dresser

Responsible to: Touring Wardrobe Manager

Main purpose of the role:

To assist with the highest quality delivery of the costume elements of productions, events and projects in an efficient manner that promotes a safe, healthy and sustainable working environment.

Scope:

To assist the Touring Wardrobe Manager by organising a rota of Casual Dressers to dress performers and undertake a range of running wardrobe tasks,

Key responsibilities:

Planning

- Attend Department and Technical Meetings as necessary and assist with the delegation of tasks across the department.
- Liaise with colleagues across all WNO Departments to ensure open and constructive communication.
- Liaise with colleagues from venues and partner companies to develop co-operative and mutually beneficial working practices.
- Create a weekly rota of Casual Dressers to support rehearsals and performances as delegated by the Touring Wardrobe Manager

Production

- Apply your practical dressing skills, knowledge and experience to ensure that productions are presented to the highest possible standard, and that the production team's creative and artistic vision is reproduced accurately and consistently.
- Provide hands on skills in the following areas:
 - Dressing artists in rehearsals and performances
 - Minor maintenance of costumes.

- Looking after footwear, hats, jewellery and other accessories.
- Assisting with setting up quick change rooms, involving carrying heavy costumes.
- Assist with ensuring that areas used by Touring Wardrobe Department are kept clean and tidy, and that all departmental equipment is correctly stored and maintained.
- Assist with the Get In and Get Out of toured equipment, as required.

Teamwork

- To assist the Touring Wardrobe Manager with the line management of delegated casual staff.
- Ensure that all aspects of team management are carried out in line with our policies and practices including, recruitment, induction and probation, training, sickness absence, equality and diversity, health and safety and communication.
- Assist with the recruitment, training and appraisal of Casual Dressing Staff; Maintaining standards and encouraging staff to develop skills and engage with new opportunities.
- Support initiatives designed to encourage the recruitment and development of a workforce that reflects the communities in which we work and perform.

Administration & Finance

- Follow Touring Wardrobe Department and wider WNO administrative systems, assisting with the administration of time sheets, holiday records, and other staffing related data in conjunction with the HR Department.
- Provide reports and information as may be required in the execution of these duties.

Health & Safety

- Assist with the promotion of a positive safety culture within the touring wardrobe department, adhering to the Company's Health & Safety policy, rules and regulations at all times.
- The post carries responsibilities as set out in the WNO Health and Safety Policy, as amended
- Familiarise yourself with and follow risk assessments and Safe Systems of Work for delegated Touring Wardrobe Department activities.
- Assist with ensuring high levels of public safety and stakeholder care and work in such a way as to promote a culture of safety.

General

- To behave in accordance with our values
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To ensure compliance with our policies and procedures at all times
- To undertake any training appropriate to the post.
- The role will be based at WNO's sites in Cardiff during the production period.
- The role will focus practical delivery but you may be asked to assist with a limited amount of administrative and planning work.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the organisation. The post holder will be required to undertake such duties and responsibilities as may reasonably be expected from time to time within the scope and grading of the post.

Person Specification

Casual Head Dresser

The Ideal Candidate

- Excellent supervisory skills including the ability to listen, counsel, give guidance, delegate and deliver informal practical training.
- A track record of supervising operational teams under pressure.
- Good communication skills, both written and verbal.
- Able to assist with the manual handling of costumes and touring wardrobe equipment
- Self-motivated and pro-active with the ability to work calmly under pressure.
- A sympathetic approach to people working under pressure in an artistic environment.
- The ability to work as a member of a large team as well as the ability to work independently.

Skills, knowledge and experience:

- Practical skills, knowledge and experience of running wardrobe and artist dressing
- Basic Sewing Skills
- A working knowledge of current Health & Safety practice relevant to the role.
- Basic IT skills including use of Outlook, Word and Excel.
- A flexible approach to the requirements of the job.
- Experience in the backstage elements of repertory theatre.*
- Experience of large-scale theatrical touring.*
- Experience of working with period costumes*
- An interest in Opera.*
- Welsh language speaker/writer.*

Points marked with an asterisk (*) are desirable rather than essential.

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.