



Ladies Costume Cutter

Department: Costume

Salary: £26,860 per annum

Deadline for Applications: Monday 9 August 2021

Interviews: Friday 20 August (12 pm)

Permanent

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

- Assist with the promotion of a positive safety culture within the stage 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.
- Familiarise yourself with and follow risk assessments and Safe Systems of Work for delegated Stage

Department activities.

- Assist with the Stage Department equipment compliance and maintenance programme.
- 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 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

Ladies Costume Cutter

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.

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.