Costume Maker (Ladies)

Department:	Costume
Salary:	£18,758 per annum
Deadline for Applications:	Monday 2 August 2021(12 pm)
Interviews:	Wednesday 11 August 2021

Permanent

Job Description

Job title: Costume Maker (Ladies)

Responsible to: Head of Costume

Key accountabilities

- Constructing complete costumes on own initiative, with advice from the Cutter.
- Alterations to costumes for revivals, etc.
- Attending fittings occasionally, sometimes away from home base.
- General tidiness of own sewing machine and work space.
- Carrying costumes for loading and delivery.

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.
- 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

Essential skills and experience include:

- Comprehensive sewing skills
- Highly experienced in working with both period and modern costumes.
- Proven track record of making costumes in a professional workroom.
- Ability to work to deadlines, to a high standard and ensuring attention to detail.
- Flexible, hardworking and organised
- Positive and constructive attitude
- The ability to work well as part of a team.
- The ability to remain calm under pressure.
- Ability to work with due regard to Health & Safety.

Desirable skills and experience include:

- Good knowledge of basic Health and Safety.
- College degree in Costume Making.

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.