

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

SENIOR COSTUME TECHNICIAN

Permanent, Full-Time

JOB DETAILS - CONTENTS

Page 2	Advertisement
Page 3	Job Description
Page 6	Person Specification Conditions of Service Summary and Staff Benefits
Page 8	Information on Trinity Laban Conservatoire of Music and Dance

SENIOR COSTUME TECHNICIAN

Contract: Permanent, Full-Time

Salary: £31,886– £38,265 (Including LWA)

Trinity Laban Conservatoire of Music and Dance is a forward thinking, contemporary and world-class Higher Education Institution with a vision to redefine the conservatoire for the 21st Century. At the leading edge of music and dance training, it provides specialist education of the highest quality, which reflects the increasingly collaborative world of artistic practice and supports the lifelong career development of students and professional performing artists.

We are seeking to appoint an experienced, organized, and self-motivated Senior Costume Technician, to join the Faculty of Dance Costume Department. The post offers an exciting opportunity to work as part of an established, dedicated team, committed to the production of live performance.

For this role, you will need excellent technical skills and artistic flair. You will need thorough knowledge and significant experience of designing and constructing costumes for performance. You will be particularly adept at pattern-cutting and costume fitting. Responsible for certain projects, and assisting in the realisation of others, the role requires flexibility in outlook, ability to take initiative and to work effectively as part of a team.

You will participate in the development of departmental resources. You will be responsible for the maintenance and control of costume stock and equipment, and for ensuring that the working environment is adequately resourced and maintained. You will support learners in the use of relevant machinery, equipment and materials. Up-to-date knowledge of health and safety in the workplace is essential.

Advising on all aspects of costuming and engaging with professional choreographers, staff, and students, you will possess excellent communication, interpersonal and organisational skills. A degree or equivalent level qualification in Costume is required.

As an equal opportunity employer, we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so please ensure that your name and personal details are not included within your written answers, otherwise we will not be able to consider your application.

If you think this might be just the job for you, please register an account with our eRecruitment system (or login if you have an account) and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>

Closing Date: Sunday 22 January 2023 at 23:59 hours BST (No Agencies)

Interview Date: Friday 17 February 2023

For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, our People Services and Resourcing Officer on staffrecruitment@trinitylaban.ac.uk.

All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London.

Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.

JOB DESCRIPTION

Post:	Senior Costume Technician
Department:	Costume
Reporting to:	Head of Costume / Lecturer in Performance Design
Grade:	6
Contract:	Permanent, Full-Time

PURPOSE OF ROLE

- Working with the Head of Costume, and the Costume Supervisor, to contribute to the effective and safe operation of Trinity Laban Conservatoire of Music and Dance, Faculty of Dance, Costume Department.
- To support Faculty of Dance staff and students with the design, realisation and presentation of costumes for curricular performances, ensuring that high production standards are maintained, and production schedules and budgets are achieved.

MAIN DUTIES

Costume Provision:

1. Design, make and supervise costumes for pre-scheduled groups; being responsible for certain costume design and realisation projects, and assisting in the realisation of others.
2. Carry out, advise on, and supervise all aspects of costuming, including: design, pattern-cutting, construction, fitting, alteration, styling, and costume care methods.
3. Attend technical and dress rehearsals to give constructive feedback to students on costume, hair, make-up, and costume care.
4. Work closely with other Costume staff, Trinity Laban Departments, and relevant internal and external parties, including: Faculty of Dance Component/Module and Programme Leaders, in the planning, production and review of performances.
5. Operate with sustainability as a driving concern, looking to make improvements where possible.

Resource Management:

1. Manage and develop costume stocks, including:
 - organisation, labelling, and repair of stock;
 - stock checks;
 - arrangements for loans/hires and returns;
 - maintenance of electronic and hard copy records, including inventories, and photographs;
 - design and realisation of stock additions;
 - sourcing and purchasing of equipment and materials to facilitate the above.
2. Ensure that equipment in costume studios and dye/laundry room is maintained properly and operated safely, according to a service schedule and health and safety guidelines, updating service records accordingly, and reporting, in a timely manner, any issues to the Head of Costume.
3. Participate in departmental computerised financial accounting systems, ensuring that project expenditure does not exceed budget.
4. Supervise freelance costumiers reporting to the Head of Costume / Lecturer in Performance Design, making available and keeping up-to-date, as required, all necessary documentation.
5. Co-train and co-supervise the Graduate Intern (Costume), and review and update annually the Graduate Intern Job Handbook.
6. Consult with the Head of Costume and the Costume Supervisor on the management and development of costume resources in relation to annual budgetary planning.
7. Operate with sustainability as a driving concern, looking to make improvements where possible.

OTHER

- Provide support in the preparation and delivery of performance design teaching, as required.
- Carry out any other duties that might reasonably be required by the Head of Costume / Lecturer in Performance Design.
- Undertake occasional evening and weekend working, for which a time-off-in-lieu system operates.

THE POST HOLDER MUST

- At all times be committed to Trinity Laban's Equality and Diversity Policy.
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Promote the profile and image of the Department, the Faculty of Dance's portfolio of programme offerings, and the Conservatoire, wherever possible.

CONSERVATOIRE VALUES:

- All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at: <https://www.trinitylaban.ac.uk/about-us/governance/our-vision>

Trinity Laban has a no smoking policy on its premises.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.

SENIOR COSTUME TECHNICIAN - PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/Qualifications	First Degree or equivalent qualification in Costume	Essential	Application
Experience	Significant experience on live productions of costume design, costume realisation and costume supervision	Essential	Application
	Significant experience of managing own and others' work schedules	Essential	Application
	Significant experience of team working	Essential	Application
	Experience of the maintenance and development of a costume store	Essential	Application
	Proven track record of sourcing, purchasing and budget control	Essential	Application
	Experience of the day-to-day operation of a costume department	Essential	Application
	Experience of working with/supervising students	Desirable	Interview
Knowledge or Understanding	Good knowledge of industrial and domestic sewing and overlocking machine operation, and understanding of how to rectify problems	Essential	Interview & Test
	Good knowledge of fabric properties	Essential	Interview & Test
	Good understanding of Health and Safety procedures	Essential	Interview
	Knowledge and understanding of the Higher Education context	Desirable	Interview
Skills and Abilities	Excellent technical skills in pattern drafting and cutting (stretch and non-stretch), and in draping on the stand	Essential	Interview & Test
	Excellent technical skills in machine and hand sewing; achievable at speed	Essential	Interview & Test
	Excellent fitting and alteration skills	Essential	Interview
	Good dyeing skills	Essential	Interview
	Excellent team and networking skills	Essential	Interview
	Excellent interpersonal skills (to communicate and interact effectively with choreographers, staff and students)	Essential	Interview
	Ability to respond empathetically, calmly and diplomatically in challenging situations	Essential	Interview
	Excellent planning and organisational skills	Essential	Interview & Test
	Excellent analytical and problem-solving skills (especially in relation to design and realisation)	Essential	Interview & Test
	Excellent time-management skills; being able to work efficiently and effectively under pressure to meet deadlines, especially where projects run concurrently	Essential	Interview & Test
	Strong MS Office skills and the ability to work with databases	Essential	Application & Interview

	Precise record keeping skills	Essential	Interview
	Strong attention to detail, ensuring a high level of accuracy	Essential	Application Interview & Test
	Ability to prioritise within a busy workload	Essential	Interview
	Ability to work using own initiative	Essential	Interview & Test
Personal Qualities	Artistic flair and imagination	Essential	Interview
	Reliability and conscientiousness	Essential	Interview & Test
	Flexibility in approach to work and willingness to learn	Essential	Interview
	Enthusiasm and self-motivation	Essential	Interview & Test
	Commitment to continuing service quality improvement	Essential	Interview
Special Working Requirements	Commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	Essential	Interview
	Occasional evening and weekend working is required, for which a time-off-in-lieu system operates	Essential	Interview

Please note, that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for successful candidates as we are awaiting further information from UK Visas and Immigration. Applicants will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the Conservatoire, in accordance with the Immigration, Asylum and Nationality Act 2006.

CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Permanent, Full-Time, subject to a 6-month probationary period.
Hours:	35 hours per week, usually from 10:00 am to 18:00 pm Monday to Friday, (with a daily lunch break of one hour). Some evening and weekend working will be required during busy periods, for which time off in lieu will be given.
Location:	You will be based at the Faculty of Dance (Laban Building, Creekside) but may also be required to work at the Faculty of Music (King Charles Court, Old Royal Naval College)
Salary:	Trinity Laban Staff Salary Scale, Grade 6, Incremental Points 22 – 29 (£31,886– £ 38,265) p.a., inclusive of a London Weighting Allowance of £3,957 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days p.a., in addition to Statutory, Bank and Public Holidays. Please note, only full calendar months will count.
Sick Pay:	Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.
Pension Scheme:	The successful candidate will be auto-enrolled into the Universities Superannuation Scheme, if they meet the qualifying criteria. Employees contribute at the rate of 9.6% of their pensionable salary (from 1 October 2019). The Conservatoire pays the Employer's contribution currently at the rate of 21.1% of pensionable salary
Staff Development:	A range of Staff Development opportunities are available.
Library:	The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
Car Parking:	A limited number of parking spaces are available at the Laban Building, subject to availability.
Cafeteria:	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
Events:	There is a wide range of music and dance performances each week, many of which are free to members of staff.
Classes:	Reduced rates access to Adult Classes.
Eye Care:	Vouchers for eye tests are available for VDU users.
Health:	Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department

INFORMATION ON TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking, and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms, and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

We work together in a number of outstanding locations, including the 17th-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London, and regularly perform at its leading venues.

To find out more, visit www.trinitylaban.ac.uk