

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## **COSTUME SUPERVISOR**

**Permanent, Full-Time**

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## COSTUME SUPERVISOR

**Contract: Permanent, Full-Time, 35 hour per week**

**Salary: £33,760 – 40,179 p.a. (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 21<sup>st</sup> 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, self-motivated, and creative Costume Supervisor 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.

As the ideal candidate, you will have excellent organizational and administrative skills, as well as thorough knowledge and significant experience of designing, constructing, fitting and altering costumes for performance. Required to advise on all aspects of costuming and engage with professional choreographers, staff, and students, you will possess excellent communication skills and be able to demonstrate artistic flair. You will need to work well as part of a team, thrive under pressure, and be confident in managing projects with overlapping schedules and tight deadlines. Required will be a degree qualification in Costume Design, Costume Interpretation, or an associated field.

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.

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: Monday 8<sup>th</sup> July 2024 at 23:59 (No Agencies)**

**Interview Date: Friday 26<sup>th</sup> July 2024**

For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, Talent Resourcing and Organisational Development Officer on [staffrecruitment@trinitylaban.ac.uk](mailto:staffrecruitment@trinitylaban.ac.uk).

*All 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

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<b>Post:</b>	Costume Supervisor
<b>Department:</b>	Costume
<b>Reporting to:</b>	Head of Costume & Lecturer in Performance Design
<b>Salary Grade:</b>	6
<b>Contract:</b>	Permanent, full-time

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## PURPOSE OF THE POST

The Costume Department in the Dance Faculty at Trinity Laban Conservatoire resources the costume needs of the faculty's curricular produced performance calendar.

The purpose of this role is to supervise the day-to-day running of the Costume Department, ensuring that the Conservatoire's high production values are maintained, and production schedules and budgets are achieved.

The Costume Supervisor will undertake all aspects of Costume's creative and technical processes, including design and realisation, supervision, and maintenance. They will carry out departmental administration and financial accounting procedures, liaising effectively with internal and external personnel in the planning, coordination, and review of projects. As a member of an established, dedicated team, the Costume Supervisor will assist in the management and development of studio resources and will co-supervise the Department's Costume Graduate Trainee.

The post holder will report directly to the Head of Costume, who is responsible for the strategic direction, overall planning, and management of the Faculty of Dance Costume Department.

## MAIN RESPONSIBILITIES

### Production

- Support Faculty of Dance staff and students via the costuming of curricular produced performances, ensuring that high production standards are maintained, and production schedules and budgets are achieved.
- Work closely with other Costume staff, Trinity Laban Departments, and relevant internal and external parties, in the planning, production and coordination of performances, including requesting and coordinating all costume fittings.
- Supervise all aspects of costuming, including design, pattern-cutting, construction, fitting and alteration, monitoring costs, standards, schedules, and deadlines (own and those of others).
- Design, make, source, fit, supervise, and maintain costumes for pre-scheduled groups.
- Attend technical and dress rehearsals to give briefings and notes, and to monitor costume, hair and makeup, effecting improvements as required.
- Organise and supervise post-production costume care processes, liaising with other costume staff regarding laundry, repair, and return to stock.

### **Resource Management**

- Liaise with the Head of Costume on the management and development of overall costume resources in relation to annual budgetary planning.
- Maintain departmental computerised financial accounting records, process paperwork for payment card expenditure, generate and track sales orders, and ensure that project expenditure does not exceed budget.
- Organise production of costume inventories and care method sheets.
- Liaise with the Senior Costume Technician on the management and development of costume stocks, including organisation, arrangements for loans/hires and returns, and maintenance of inventories, making proposals to the Head of Costume for necessary stock additions.

### **People Management**

- Engage and supervise freelance and casual costume personnel as required for each production, making available, processing, and keeping up to date, all necessary documentation.
- Co-train and co-supervise the Costume Graduate Intern.

### **Communication**

- Liaise with other Costume staff, Trinity Laban Departments, and relevant internal and external parties, in the planning, production, coordination and review of performances, making available, processing, and keeping up to date, all necessary documentation.
- Advise on all aspects of costuming, providing constructive feedback to staff and students on costume, hair, make-up, and costume care.
- Attend and participate fully in briefings, meetings, notes, and other meetings, as required.
- Liaise with Senior Costume Technician regarding the maintenance, safe operation and development of costume studios and equipment.

### **Health and Safety**

- Take personal responsibility for the safety of self and others.
- Promote a positive approach to Health and Safety and safe working practices at all times.
- Work with colleagues to ensure a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner, and equipment is used safely.
- Report, in a timely manner, to the Senior Costume Technician and the Head of Costume any issues regarding Health and Safety.

### **Other**

- Keep abreast of best practice as relevant to the role and emerging technologies and the sustainability aims of the Conservatoire.
- Contribute to a culture of continuous improvement.
- Deputise for and carry out any other duties that might reasonably be required by the Head of Costume / Lecturer in Performance Design.

## 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.*

## COSTUME SUPERVISOR PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/ Qualifications</b>	First Degree or equivalent qualification in Costume, or associated field	Essential	Application
<b>Experience</b>	Significant experience of the day-to-day operation of a costume department	Essential	Application
	Significant experience of costume design, costume realisation and costume supervision on live productions	Essential	Application
	Significant experience of team working	Essential	Application
	Significant experience of managing own and others' work schedules	Essential	Application
	Proven track record of sourcing, purchasing and budget control	Essential	Application
	Experience of maintenance and development of a costume store	Desirable	Interview
	Experience of working with/supervising students	Desirable	Interview
<b>Knowledge or Understanding</b>	Excellent knowledge and understanding of aesthetic and practical concerns of costuming performance, including dance	Essential	Application
	Excellent knowledge of costume construction and alteration techniques	Essential	Interview & Test
	Excellent knowledge of fabric properties, fabric suppliers, and freelance costume personnel	Essential	Interview
	Sound knowledge and understanding of theatre production	Essential	Interview
	Knowledge and understanding of Health and Safety procedures	Essential	Interview
	Knowledge and understanding of the Higher Education context	Desirable	Application
<b>Skills and Abilities</b>	Excellent planning, organisational and record-keeping skills	Essential	Interview & Test
	Ability to work using own initiative, to prioritise within a busy workload, understanding the time involved in various processes, to plan effectively and meet deadlines	Essential	Interview & Test
	Excellent attention to detail, ensuring a high level of accuracy	Essential	Interview & Test
	Excellent MS Office skills and the ability to work with databases and software appropriate to the role	Essential	Application & Interview
	Excellent communication skills, in written and verbal form	Essential	Application & Interview
	Excellent interpersonal skills (to interact effectively with choreographers, staff, and students)	Essential	Interview
	Excellent team and networking skills	Essential	Application
	Ability to respond empathetically, calmly, and diplomatically in challenging situations	Essential	Interview

	Excellent analytical and problem-solving skills (especially in relation to design and realisation)	Essential	Interview & Test
	Excellent time-management skills; including being able to work efficiently and effectively under pressure to meet deadlines, especially where projects run concurrently	Essential	Application & Test
	Excellent machine and hand sewing skills; achievable at speed (including for stretch)	Essential	Interview & Test
	Excellent fitting and alteration skills	Essential	Application
	Excellent pattern-cutting skills (including for stretch)	Essential	Interview
	Good dyeing skills	Essential	Interview
<b>Personal Qualities</b>	Artistic flair and imagination	Essential	Interview
	Reliability and conscientiousness	Essential	Interview
	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
	Willingness to work sustainably to reduce our impact on the environment	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

<b>Contract:</b>	Permanent, full-Time, subject to a 6-month probationary period
<b>Hours:</b>	35 hours per week, usually from 10:00 – 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.
<b>Location:</b>	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)
<b>Salary:</b>	Trinity Laban Staff Salary Scale, Grade 6, Incremental Points 22 – 29 £33,760 – £40,179 p.a., inclusive of a London Weighting Allowance of £4,155 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
<b>Holidays:</b>	25 days, in addition to Statutory, Bank and Public Holidays
<b>Sick Pay:</b>	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.
<b>Pension Scheme:</b>	The successful candidate will be auto enrolled into the Universities Superannuation Scheme, if they meet the qualifying criteria. Employees contribute at the rate of 6.1% of their pensionable salary. The Conservatoire pays the Employers contribution currently at the rate of 14.5% of pensionable salary.
<b>Staff Development:</b>	A range of Staff Development opportunities are available.
<b>Library:</b>	The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
<b>Car Parking:</b>	A limited number of parking spaces are available at the Laban Building, subject to availability.
<b>Cafeteria:</b>	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
<b>Events:</b>	There is a wide range of music and dance performances each week, many of which are free to members of staff.
<b>Classes:</b>	Reduced rates access to Adult Classes.
<b>Eye Care:</b>	Vouchers for eye tests are available for VDU users.
<b>Health:</b>	Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.
<b>Cycle to Work:</b>	A cycle to work scheme is operated.
<b>Give as you earn:</b>	A give as you earn scheme is operated.



## 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 17<sup>th</sup>-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](http://www.trinitylaban.ac.uk)