

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

SENIOR COSTUME TECHNICIAN

Permanent, Full-time

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SENIOR COSTUME TECHNICIAN

Contract: Permanent, Full-Time

Salary: £29,960 – £35,954 (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, organised 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.

The ideal candidate will have excellent technical skills and artistic flair. You will have thorough knowledge and significant experience of designing and constructing costumes for performance, and will be particularly adept at pattern-cutting and fitting. You will be engaged in all parts of the creative and technical process. 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.

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

You will be required to advise on all aspects of costuming and engage with professional choreographers, staff, and students and the successful candidate will possess excellent communication, interpersonal and organisational skills. A degree qualification in Costume Design or Costume Interpretation is required.

As an equal opportunities 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: 23:59 hours BST, 28 April 2019 (No Agencies)

Interview Date: Friday, 10 May 2019

For any queries about this position that are not covered in the job pack, please contact Sangeetha Kurup, People Services Officer on 0208 305 9475 or email 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

The Senior Costume Technician is engaged in the day-to-day running of Trinity Laban's Faculty of Dance Costume Department. The remit of the department is to resource the costume needs of the Faculty of Dance curricular performance calendar, ensuring that the Conservatoire's high production values are maintained and production schedules and budgets are achieved. The Senior Costume Technician performs a key role in this important activity.

The Senior Costume Technician designs and makes costumes for student performance, undertaking all aspects of the creative and technical process, in particular, pattern-cutting, and the fitting of costumes. Is flexible in approach in order to support the diversity of projects and the staff and students' aspirations and expectations and advises on all aspects of costuming.

The post holder is fully responsible for certain costume design and realisation projects, and assists in the realisation of others. Engages closely with professional visiting and in-house choreographers, Faculty of Dance staff, and choreography students, working cooperatively as a member of an established, dedicated team.

The post holder is responsible for maintenance, control and development of costume stock, and the safe operation of departmental studios and ancillary spaces, ensuring that the working environment is adequately resourced and maintained, in line with current health and safety guidance.

The post holder is required to participate in financial accounting procedures and departmental administration, liaising effectively with internal and external personnel, including: Trinity Laban Faculties and Departments, Faculty of Dance Component/Module and Programme Leaders, and Transitions Dance Company.

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

Occasional evening and weekend working is required, for which a time-off-in-lieu system operates.

MAIN RESPONSIBILITIES

Costume provision:

1. 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.
2. To liaise with other Costume staff, Trinity Laban Departments, and relevant internal and external parties, in the planning, production and review of performances.
3. In conjunction with other Costume staff, to design, make and supervise costumes for Transitions Dance Company and other pre-scheduled groups.
4. To carry out, advise on, and supervise all aspects of costuming, including: design, pattern-cutting, construction, fitting, alteration, and costume care methods.
5. To attend technical and dress rehearsals to give constructive feedback to students on costume, hair, make-up, and costume care, ensuring that high production values are maintained.

Resource management:

6. To consult with Head of Costume and Costume Supervisor on the management and development of costume resources in relation to annual budgetary planning.
7. To manage and develop costume stocks, including:
 - organisation and labelling 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 additions to stock,
 - sourcing and purchasing of equipment and materials to facilitate the above.
8. To 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.
9. To participate in departmental computerised financial accounting systems, ensuring that project expenditure does not exceed budget.
10. To 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.
11. To co-train and co-supervise the Graduate Intern (Costume) and review and update annually the Graduate Intern Job Handbook.

Other:

12. To provide support in the preparation and delivery of performance design teaching, as required.
13. To 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.

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	Desirable	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

Applicants must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.

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 9:30 am to 5:30 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, £29,960 – £35,954 p.a. inclusive of a London Weighting Allowance of £3,718 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days, in addition to Statutory, Bank and Public Holidays.
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. Employees contribute at the rate of 8% of their pensionable salary. The Conservatoire pays the Employers contribution currently at the rate of 18% 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 trinitylaban.ac.uk