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| Job Title: | Costume Assistant/Supervisor |
| Job Holder: |  |
| Reports to (Title): | Director of technical training |
| Reports to (Name): | Diane Favell |

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| **Prime Function of Role:** |
| To assist in the smooth running of the Costume Department and to support the Costume Tutors in their duties. |

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| **Accountabilities:** |
| * Supervising shows and mentoring the students in their show roles. * Assisting in the overall maintenance of the Costume Store and its costume. * Working alongside and informing students during the run-up to Academy productions * Have a strong background in sewing and alterations and work alongside staff and students to complete production work. * Being point of contact and selecting of costumes for the in-house presentations of the 1st and 2nd year acting students, and other such relevant projects. * Assisting in the good housekeeping of the Wardrobe Department and Costume Store. * Keeping a record of costumes borrowed from the Costume Store and Gower Street Department. * In collaboration with the Lead WHAM tutor, having an overview and understanding of the WHAM requirements for the shows. * Participating in staff show duties on a rota basis with the rest of the Costume staff. * Supporting and encouraging by example, the highest educational and professional standards needs and general wellbeing of students on courses and at all levels within the Academy.   General   * To promote Equality, diversity and Inclusion at all times and to ensure they are at the forefront of your thinking when undertaking your responsibilities. * To comply with GDPR regulations regarding protecting personal data. * To comply with Health and Safety legislation and ensure you are up to date with RADA’s Health and Safety Policy. * Other duties commensurate with the activities of RADA, approved by the Head of Costume |

**Person Specification**

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|  | Essential | Desirable |
| Qualifications | HND or equivalent qualification | Specialist qualifications within the discipline |
| Knowledge | Knowledge of the work of costume within the industry |  |
| Skills/abilities/competencies | Ability to supervise shows  Good sewing skills  Ability to maintain and renovate the costumes. | Hair styling and make up skills |
| Experience | At least three year’s experience within a wardrobe environment.  Dressing and maintenance experience | Work in film |
| Personal Attributes | A calm and personable disposition, willing to work evenings and some weekends. |  |

Signed by Line Manager:

Date:

Signed by Staff Member:

Date: