|  |  |
| --- | --- |
| Job Title: | Costume Tutor /Maternity cover  |
| Job Holder: |  |
| Reports to (Title): | Head of Costume/Director of Technical training |
| Reports to (Name): | Kyriaki Bouska/Diane Favell |

|  |
| --- |
| **Prime Function of Role:** |
| To form part of the teaching staff within the Costume department - under the supervision of the Head of Costume (or interim postholder) working with students on both the Postgraduate and Undergraduate courses, and to facilitate the costuming of the Academy’s productions and presentations |

|  |
| --- |
| **Accountabilities:** |
| * To be jointly responsible for the teaching of the 1st and 2nd year students on the Costume Post Graduate Course and TTSM Fda and BA courses.
* To Supervise a show when required.
* To oversee the organisation and maintenance of stock within the Costume Store.
* To formally teach the first-year technical theatre students in basic hand and machine sewing.
* To support the mentoring and guidance of the second-year specialist students in their making projects.
* To oversee the Supervision of the Public performances when a student is Supervising a show.
* To oversee and support the facilitation of the requirements of the 1st and 2nd year acting presentations and other various in-house projects.
* To jointly run the workroom during production weeks prior to the shows, advising students of the sewing work needed and assisting in all work for the shows, including altering costumes to a high standard, dyeing and other aspects of wardrobe, this will require evening and weekend work.
* In collaboration with the Lead WHaM tutor, having an overview and understanding of the WHaM requirements for the shows.
* To carry out show duties in rotas with the other members of the Costume staff
* To be jointly responsible for the supervising of cleaning, laundering and maintaining costumes during show runs.
* To participate and lead where necessary in the exhibition of student work as it occurs through production, portfolio, and public display.
* To participate in assessment and review systems, together with the other members of the Costume staff, in relation to the work of the Costume department and the students within the department.
* To support the Costume Department in all aspects of the work, in promoting the highest standards within the department and to represent RADA as a whole in this manner and deputise when necessary, as may be required.

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**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications | Theatrical costume training to degree level, or equivalent experience within the industry |  |
| Knowledge | Some knowledge of the history of costume, a good knowledge of the workings of a professional Costume department. | DyeingBreaking down techniques |
| Skills/abilities/competencies | Organising and excellent skills in all aspects of Costume Supervision and Wardrobe ManagementStrong understanding of sewing and theatrical costume construction, as well as costume alterations  | IT training.Teaching experience |
| Experience | A minimum of five years’ experience within the industry | Work within the film industry |
| Personal Attributes | This job requires a calm disposition and an empathy with the students within a vocational training, a willingness to do evening and weekend work and good organisational skills |  |

Signed by Line Manager:

Date:

Signed by Staff Member:

Date: