

MOUNTVIEW

Job Description

JOB TITLE: Wardrobe Supervisor (2 Posts)

RESPONSIBLE TO: Wardrobe Manager

WORKS CLOSELY WITH: Directors and Designers
Freelance Wardrobe Staff
Students

LIAISES WITH: Production Managers
Stage Managers

ABOUT MOUNTVIEW

Mountview is one of the UK's leading drama schools. We offer professional vocational training at Foundation, Undergraduate and Postgraduate level in performance and production arts, alongside evening, weekend and holiday classes for all.

We present around 28 productions across the year including classic plays, new writing and musicals, and our studios, meeting rooms, theatres and workspace are available to hire.

Mountview in Peckham is a home for everyone – vocational students, young people and life-long learners, industry professionals and visitors alike – and there has never been a more exciting time to join us.

MAIN PURPOSE OF POSITION

The Wardrobe Supervisors are key members of Mountview's Production Arts team, supporting the Wardrobe Manager with all aspects of sourcing, maintaining and altering/making costumes, and supervising the costume requirements of allocated productions, projects and events across the academic calendar. The post holders will also be jointly responsible for assisting in the day-to-day running of the Wardrobe department, deputising for the Wardrobe Manager in their absence.

KEY RESPONSIBILITIES

Productions, Projects and Events

- Work closely with directors, designers and other staff on all matters relating to the costume elements of productions, projects and events, ensuring that the highest possible standards are met within agreed show budgets.
- Work closely with other departments to realise the design requirements of productions, projects and events.
- Supervise the costume requirements of allocated productions, projects and events, including the buying and finding, fitting, packing and unpacking and returning of costumes.
- Attend and contribute to production meetings and give guidance to students in the reporting of progress and budgetary matters relating to costume.
- Attend rehearsals as required and work with students and others on notes given.
- Attend technical and dress rehearsals as required at external venues and on site.

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- Be responsible for laundry and costume maintenance requirements at external venues and on site.
- Be responsible for the use of the company credit card, petty cash and purchase order forms, giving regular updates to the Wardrobe Manager.
- Undertake costume alterations and makes as requested by the Wardrobe Manager.
- Assist the Wardrobe Manager on projects, productions and events as required.

Student Learning

- Supervise students when allocated through show roles on occasion.
- Contribute to student assessment and feedback processes as required.
- Provide support for students working on projects and performances as required.

Resource Management

- Organise and purchase Wardrobe equipment and haberdashery within agreed budgets.
- Ensure that Wardrobe facilities and equipment are maintained in good working order.
- Store and maintain all costumes and materials in an organised system.
- Maintain all newly purchased or donated costumes.

Team Working

- Work constructively as part of the Wardrobe team to ensure that key shared goals are achieved and issues resolved as required.
- Take part in staff, student and other meetings, including assessment meetings, as required.
- Undertake training and personal development as required/agreed.
- Develop and maintain good working relationships with other drama schools, professional theatres, freelance staff, suppliers and traders.

Health and Safety

- Act in accordance with Mountview's Health and Safety Policy at all times, giving due regard to the health and safety of both yourself and others in carrying out the duties of the post.
- Maintain the highest levels of health and safety standards in relation to Wardrobe facilities, activities and working practices, acting as a role model for students in these standards.
- Keep abreast of current Health and Safety legislation, specifically in relation to Care of Substances hazardous to health (COSHH) and Manual Handling at Work (MHAW) regulations.
- Be responsible under the Environmental Protection Act 2000 for the safe disposal of all waste generated by the costume workrooms.

Other Duties

- Deputise for the Wardrobe Manager in their absence.
- Act as an ambassador and brand guardian for Mountview at all times.
- Any other duties as may be reasonably required.

PERSON SPECIFICATION

Qualifications and Experience

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- Relevant degree or equivalent professional qualifications or experience, with proven experience of working in a wardrobe department.
- Knowledge and experience of contemporary theatre practice and working creatively within the theatre production process.
- Experience of supervising productions.
- Relevant dressing experience.
- Experience of working in an academic environment an advantage.

Skills and Abilities

- Proven high standard of sewing and machine skills.
- Good knowledge and experience of altering and making costumes.
- Pattern cutting skills.
- Experience of using dyes.
- Strong communication and interpersonal skills.
- Ability to manage budgets and maintain schedules.
- Ability to work collaboratively.
- Ability to problem-solve.
- Ability to work imaginatively and with close attention to detail.
- Ability to take initiative while working within clear delegated levels of authority.
- Good level of health and safety knowledge.

Personal Qualities and Attributes

- Positive, proactive and professional attitude.
- Interest in the performing arts and/or arts education.
- Willingness to adopt a flexible and adaptable approach to day-to-day workload.
- Understanding of the demands and challenges faced during organisational change.
- Commitment to self-development.

ADDITIONAL INFORMATION

The post holder must at all times carry out their responsibilities with due regard to Mountview's policy and commitment to Equal Opportunities.

The post holder must accept responsibility for ensuring that Mountview's policies and procedures relating to Health and Safety in the workplace are adhered to at all times.

The post holder must respect the confidentiality of data stored electronically and by other means in keeping with the Data Protection Act and General Data Protection Regulation (GDPR) 2018, and must abide by any related policies and procedures.

This post is based at Mountview's premises in Peckham, London SE15.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as operationally required.

TERMS AND CONDITIONS

Salary: Circa £26K per annum, depending on experience.

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Contract: Permanent.

Hours: 40 hours per week, normally 9:00am to 6:00pm Monday to Friday, with a 1 hour unpaid break each day. Additional hours may be required, as agreed with the post holder and determined by the needs of the business.

Holiday: 28 days in the first year, including bank holidays, pro rata, rising with length of service thereafter.

CLOSING DATE

The closing date for completed applications is **Tuesday 8 October at 9am**.

INTERVIEWS

Interviews are likely to take place in the week commencing **Monday 14 October**.

HOW TO APPLY

Please send a **completed application form** and **your current CV** by email (preferred) to alistairowen@mountview.org.uk or by post to Alistair Owen, HR Manager, Mountview, 120 Peckham Hill Street, London SE15 5JT.

All applications will be acknowledged. Late applications will not be considered.

Mountview is committed to diversity and is an equal opportunities employer.