**Job Description**

**Costume Assistant (Seasonal)**

**Background**

Perth Concert Hall and Perth Theatre are at the heart of the regeneration of the city centre and will provide a focus for the arts, for business and for communities throughout Perthshire. You will be a key member of the Horsecross team working with colleagues and clients to establish Perth Concert Hall and Perth Theatre as successful cultural, conference and community venues.

We’re here to create a buzz; to inspire, entertain and delight. When you join Horsecross, you’re not just turning up for work, you’re buying into an organisation that wants to be the best. Perth Theatre and Perth Concert Hall are great buildings, but it’s the people that make them really special.

**Purpose**

To provide support to the Head of Costume in all aspects of production within the Wardrobe Department for

all in-house productions, visiting productions, education and community activities, concerts and conferences within Horsecross venues as necessary.

**Organisational relationships**

You will be part of the Theatre Production Team, reporting to the Head of Costume and are required to work in conjunction other Horsecross staff as necessary.

**Base**

Your principal base is at Perth Theatre. You will also be required to work at other Horsecross venues and events as necessary.

**Duties and responsibilities**

* Construct costume as directed by Head of Costume and other senior members of the team.
* Attend fittings on request.
* Assist, as part of the team, with other duties to ensure the smooth running of the department
* Dressing on shows, laundry maintenance, wig maintenance and other reasonable requests.
* Work to agreed deadlines, constructing and finishing costumes with speed and economic efficiency while ensuring that it is produced to the highest quality
* Provide regular progress reports to the Head Costume, alerting to potential problems at the earliest possible time.
* Maintain good standards of operation and participate with housekeeping duties in the working area.
* Keep accurate records of performance running details and any other relevant information.
* Manage and account for any petty cash float issued by the Head of Wardrobe, by documenting and recording any monies spent, keeping valid purchase receipts.
* Represent the costume department to visiting artists and the public and to encourage good relations with other colleagues.

# Responsibilities of all staff members

* Be aware of the work of other departments in the achievement of Horsecross’s aims.
* Take an active part in communicating and co-operating with all staff and departments.
* Carry out administration efficiently ensuring accurate and complete records are maintained
* Follow guidelines, procedures and policies provided by the company.
* Work in accordance with the Equality and Diversity policy of Horsecross.
* Be aware of, and comply with, rules and legislation pertaining to Health & Safety at work.
* Take an active part in achieving high standards of customer and client care.

**Person Specification**

**Essential Requirements:**

* Qualification in Theatrical Costume or associated courses eg Fashion, Textiles etc.
* Good hand and machine sewing skills.
* Practical skills in pattern cutting and dress making.
* Excellent personal time management.
* Excellent organisation and communication skills, written and verbal.
* Demonstrate ability to work with creative and technical personnel and performers.
* Ability to work under pressure, using tact, diplomacy and flexibility.
* Ability to work unsupervised.

**Desirable Requirements:**

* At least one year as a Costume Assistant producing professional costume for the professional stage.
* Basic wig maintenance
* Knowledge of machine maintenance
* Knowledge of the social and historical history of costume.
* IT Experience
* Knowledge of Health & Safety legislation and practices
* Current First Aid at Work Certificate