

JOB DESCRIPTION

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| Job Title: | Costume Trainee |
| Responsible to: | Head of Costume |
| Responsible for: | - |
| Location: | Edington Street Production Studios, Theatre Royal and on tour |

MAIN PURPOSE OF JOB

Scottish Opera is Scotland's largest performing arts organisation. Many of our productions involve 50 or more performers and over 100 costumes; the Company produces significantly more costumes than any other Scottish performing arts organisation. We are offering a unique opportunity for an enthusiastic person who is passionate about theatre costume to further their skills and gain practical experience working with our costume team.

The trainee will contribute to the work of the department in creating and looking after the costumes for our productions throughout the year, but will also benefit from a structured programme of on-the-job training in all areas of our work, as part of Scottish Opera's Emerging Artists programme.

Training Programme

- Start date Monday 9th September 2024. (can be negotiated)
- Costume making: specialised techniques used for creating bespoke costumes, traditional dressmaking and tailoring techniques.
- Pattern making: drafting patterns for period and contemporary garments, marking up and cutting
- Fitting and alteration: alteration techniques and fitting skills
- Running wardrobe: dressing work, costume care and storage, cleaning, repairs, packing for get-in and get-outs and touring.
- Hire department and costume store: costume storage and organisation, entering records, dealing with enquires.
- Costume Supervision: planning skills, budget management, sourcing garments & cloth, arranging and holding costume fittings, creating a costume bible

Costume-making will be taught by Scottish Opera's Senior Costume Cutters; maintenance techniques by the Running wardrobe Manager ; costume supervision skills by the Head of Costume and Deputy Head of Costume.

KEY TASKS

Costume Workroom & Offices at Edington Street Production Studios

Sewing and finishing men's and women's garments as directed by costume cutter
Cutting out garments and linings from patterns prepared by the costume cutter
Attending fittings, taking notes, carrying out alterations
Assisting costume supervisor to manage shows, source garments and cloth
Assisting costume supervisor in preparing a costume bible
Acting as costume supervisor for small projects under guidance of senior staff

Running Wardrobe at Production Studios, Theatre Royal and on tour

Dressing work, costume care and storage, packing for get-in and get-out
Laundry work, hand and machine washing, ironing and pressing

Costume Store work at Production Studios

Looking out costumes for hire or rehearsals
Looking out stock costumes and accessories for fittings
Assessing costumes by historical period
Laundry work, hand and machine washing, ironing and pressing
Entering details of hired costumes on computer

General duties

Assisting in any other areas of costume work
Office tasks: filing, photocopying, sampling cloth, ordering cloth by telephone and email
Entering costume records on computer
Maintaining high standards of safety in the workplace
Helping to promote Scottish Opera's Emerging Artists programme to funders and press

Training

Receiving instruction from senior staff in all the above areas
Studying the process of pattern drafting
Studying the history of costume
Learning simple planning skills, budget management and acquisition techniques
Learning preparation of a costume bible, costume plot and dressing notes

QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

Desirable:

Experience of costume-making work for theatre
Experience of costume dressing
Knowledge of historical costume
Basic costume-cutting skills

Essential:

HNC, HND, or degree level qualification in Theatre Costume Construction or Fashion
Creativity
A passionate interest in theatre costume
A commitment to delivering high quality work
Good hand sewing skills
Accurate sewing technique on an industrial sewing machine and on a domestic machine
Attention to detail and neatness in finishing garments

GENERAL TERMS AND CONDITIONS

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| Hours: | 39 hours per week Normally Monday to Friday between 8.30am and 5pm, but some evening work will be required, and some work on Saturdays. |
| Annual salary: | £25812.77 |
| Holiday entitlement: | 25 days plus 10 public bank holidays |
| Probationary period: | 1 months |
| Pension: | You will be automatically enrolled into a qualifying workplace pension scheme (QWPS). You will contribute 4% of your salary, the company contributes 8%. You are not obliged to join the Pension Scheme, but can choose to opt-out if you wish. |