



ROYAL BALLET SCHOOL

WARDROBE SUPERVISOR

OVERALL PURPOSE OF THE POST

To coordinate the efficient management and maintenance of the White Lodge wardrobe service.

SUMMARY OF THE ROLE

The wardrobe supervisor is responsible for overseeing all wardrobe related activities during the course of the School year and the performances in the Summer Term. The role ensures adequate ballet uniform and costumes are available throughout the year. In addition, the wardrobe supervisor will be present at production meetings and fittings and take full responsibility for costumes and make, alter and repair costumes ensuring that they are stored and maintained in good order.

CONTRACT TERMS

Duration	Permanent
Salary	£24,815 per annum
Hours	35 hours a week, Monday – Friday, between the hours of 8:30am and 6:30pm. Occasional weekend work and additional hours may be required depending on the demands of projects.
Location	White Lodge, Richmond Park, with occasional travel to external venues, dependent on the demands of projects.
Annual Leave	Term time only, though some flexibility will be required
Line Managed by	White Lodge Artistic Managers

SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is everyone's responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centered approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School’s policies relating to safeguarding and child protection, behavior, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, in particular the most recent Keeping Children Safe in Education, and communicating concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children’s services as appropriate.

MAIN DUTIES

This list should be seen as illustrative rather than prescriptive.

COSTUMES

- Coordination and sourcing of costumes
- Prepare, alter and repair costumes and tutus for Royal Ballet School events and performances
- Re-imagine current stock to find solutions to new wardrobe needs and demands
- Obtain material samples, cost and create new costumes as mutually agreed with the Artistic Director and Managers
- Care for costumes: wash, clean, iron, store, packing appropriately
- Facilitate “get-in” and “get-out” arrangements for events including the transporting of costumes to and from outside venues
- Maintain an updated inventory of items of costume for each specific performance

BALLET UNIFORM

- Order and manage stocks of ballet uniform and tracksuits as agreed with the Artistic Director and Managers
- Fit pupils with ballet and School uniforms when required

FINANCIAL CONTROL

- To assist the Artistic Director and Managers with any Wardrobe budgetary needs or bids
- To manage the Wardrobe department cash float and liaise with the Artistic Managers, the School Administrators and Finance Department as and when required

GENERAL

- Attend events, performances and competitions as required to coordinate and manage the wardrobe service, for example End of Year Performances at The Royal Opera House, choreographic competitions, graduation etc.
- Supervise all White Lodge performances
- To arrange for the maintenance of the Wardrobe Department’s machinery and equipment
- Any other duties that may reasonably be requested by the Artistic Director or Managers, within the scope and range of the post holder.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Extensive experience in a ballet/dance/performing arts school/company or theatre wardrobe department or quality fashion workshop
- Outstanding sewing and tailoring skills
- Good interpersonal skills especially with young people
- Excellent planning and organisational skills
- Ability to work under pressure and to strict deadlines
- Basic administration and IT skills using MS Office packages or a willingness to be trained

DESIRABLE CRITERIA

- An interest in dance or the performing arts
- Experience of working in School environment
- Empathy with the aims and ethos of the School.

We're passionate about creating an inclusive workplace that promotes and values diversity. At The Royal Ballet School we are committed to creating an environment where every one of our employees feels part of our team and can flourish, regardless of their background.