

## **POSITION: COSTUME MANAGER**

### **RESPONSIBLE TO: PRODUCTION MANAGER**

The Costume Manager is responsible for co-ordinating and articulating the costume aspects of all the Theatre's productions and for the day to day management of the costume areas and equipment of the Theatre as determined below and by the Production Manager. The Costume Manager reports to the Production Manager.

### **GENERAL RESPONSIBILITIES**

1. To deal with the public and suppliers in a helpful and courteous manner at all times.
2. To follow standard administrative procedures including security of all monies.
3. To operate and care for the Theatre's equipment as instructed and in a safe manner.
4. To be able to work without direct supervision.
5. To ensure that all work areas are kept clean and tidy.
6. To supervise and train staff and volunteers as required.
7. To assist in other areas of the Theatre as required.
8. To perform any other reasonable tasks which may, from time to time, be required.

### **SPECIFIC RESPONSIBILITIES**

1. To undertake costume designs and realise the designs of others ensuring that these fall within agreed budgets.
2. To provide input to the Production Manager and Artistic Director, into the selection of Costume Designers.
3. To plan, in consultation with the Production Manager and Artistic Director, a production design schedule for costume staff and outside designers.
4. To ensure that all designs are delivered to this schedule and comply with allocated budgets.
5. To demonstrate an exemplary approach to costume design and development, design presentation, styling, problem solving and realisation.
6. To attend to the timely recruitment, supervision, discipline and training of all costume staff in consultation with the Production Manager.
7. To oversee the activities of those members of staff and to supervise the day to day operation of the Costume Department.
8. To undertake and recommend training opportunities for costume staff and interns or work experience students.
9. To attend to the acquisition of materials and services in relation to the Theatre's productions and the repairs and maintenance of Costume plant and equipment.
10. To construct costumes to an agreed design brief which may be in the form of drawings and written or verbal instruction from the appropriate designer.
11. To attend to accurate and prompt record keeping as determined from time to time by the Business Manager.
12. To attend and report to regular Production Meetings, company meetings and Health and Safety as required.
13. To plan, in consultation with the Production Manager, and other staff when required, the construction and staffing schedules for the efficient running of the Costume Department.
14. To ensure that all planning is completed in a timely manner for the efficient and effective management of the Theatre's resources.

15. To consult with the Production Manager regarding the timely employment of appropriate costume construction staff and casuals.
16. To supervise and implement all health, safety and emergency equipment, laws and by-laws in the Costume areas.
17. To ensure, in consultation with the Production Manager, that the Theatre's statutory obligations are met. This includes, but is not limited to, access for the disabled, Occupational Safety and Health Act, Holidays Act 1981 and the Employment Contracts Act 1991.
18. To attend to the supervision and maintenance of the Costume's security.
19. To ensure that all work areas are kept clean and tidy and that they comply with the various statutes and regulations which may, from time to time, apply.
20. To fulfil industrial and staff relations requirements in consultation with the Production Manager and Chief Executive.
21. To maintain adequate stocks of such materials as may be deemed necessary, in consultation with the Production Manager.
22. To propose to the Production Manager, the purchase of tools and equipment as necessary.
23. To maintain all costumes of the productions in performance.
24. To ensure the safe storage and, where appropriate, disposal of costumes, costume materials and equipment.
25. To assist with Costume Hire as necessary.
26. To provide hands on assistance in other production areas as required.
27. To be available for consultation on an ongoing basis.

## **RESOURCES AVAILABLE**

The resources available to the Costume Manager are:

- Costume Construction staff members.
- Casual staff as budgeted and as necessary in consultation with the Production Manager.
- Previously agreed budgets for costume construction and consumables which the Costume Manager, in consultation with the Production Manager, is authorised to dispense.
- Support from within the organisation is available from the Production Manager, Artistic Director and Chief Executive.

## **AUTHORITY**

The Costume Manager has the authority to:

- Purchase goods and services as necessary within the budgets previously agreed, in consultation with the Production Manager.
- Hire casual Costume staff after consultation with the Production Manager and within the agreed budget.
- Manage the Costume Department of the Theatre to effect previously agreed results as determined at regular review meetings.

The Production Manager will be available for consultation on an ongoing basis.