



Job Title	Costume Manager		
Team	Artistic & Production	Terms of Engagement	Individual Employment Agreement. Permanent, full time
Reports To	Production Manager	Hours of Work	40 hours per week
Date	July 2021	Tier	4

Purpose of the Role	To manage all aspects of design, production and costumes for theatre productions.
----------------------------	---

The Court	<p>Hidden in Christchurch’s suburb of Addington is New Zealand’s largest theatre company. In its post-earthquake refuge “The Shed” - an old grain shed – is a magical world of happiness, laughter, drama and intrigue. Inside the walls of “The Shed” is a diverse and dynamic company of 60 permanent staff plus hundreds of artists and artisans who produce 19 productions each year. Over 150,000 ticket buyers enter The Court each year to feast on the varied offering of theatrical works, all created and produced on-site.</p> <p>The Court has matched the ever-diversifying Christchurch population and creates and supports work for everyone in our community including children and families, for the Tangata Whenua and for Christchurch’s growing Pasifika communities. We have a strong education programme and we support new writing for theatre.</p> <p>The Court Theatre is your theatre. Whoever you are. Come and be part of our team.</p>
------------------	---

Our Vision & Values	<p><u>The Court Theatre’s Vision</u> – The Court Theatre is your theatre, whoever you are.</p> <p><u>The Court’s Artistic Vision</u> – To provoke stirring reactions through great theatre experiences that question and celebrate our humanity.</p> <p><u>Māiatanga – Courageous</u>: We work fiercely and bravely, knowing that reward requires risk. We are not afraid to push into the unknown</p> <p><u>Manaakitanga – Welcoming</u>: We make all who come to The Court welcome. The Court is an inclusive place to gather. We are respectful</p> <p><u>Whanaungatanaga – Belonging</u>: We are whānau. We celebrate diversity. We share experiences</p> <p><u>Kotahitanga – One Team</u>: We work together as one team for The Court and our community.</p> <p>Our people are resilient and flexible learners who are highly skilled team players.</p>
--------------------------------	--

Key Responsibilities

- Oversees the completion of all costume elements of a production to the Theatre's and Costume Designer's satisfaction.
- Supervises staff in all costume/wardrobe areas including, but not limited to: workroom, Workroom, crafts, dying, wardrobe, wigs and storage.
- Assist in the hiring of staff for all costume/wardrobe areas, determining skill gaps and opportunities.
- Determines the yearly budgetary needs for all costume/wardrobe areas, in consultation with the Production Manager, Artistic Director and CFO.
- Manages budgets for all costume/wardrobe areas, and purchasing according to policy and procedures.
- Advises and oversees the season schedule for the costume/wardrobe areas including, but not limited to: designer due dates, team workload planning, transfers and maintenance periods.
- Determines and maintains costume production quality of the highest standard.
- Analyses scripts and creates costume PIRs.
- Participates in the long-range planning for the theatre, and the new theatre in the City.
- Performs other duties as assigned by the Production Manager or Artistic Director.
- Work collaboratively with Directors, Designers and Supervisors
- Action rehearsal notes and ensure the team is appropriately and timeously informed/consulted
- Implement and maintain systems that ensure the effective and efficient running of the wardrobe department including keeping materials and sundries stocked, within agreed budgets and time frames
- Participate in meetings as required
- Produce reports as required
- Abide by all policies and procedures of The Court Theatre and ensure that these are adhered to.
- Ensure adherence to Worksafe Act 2013 and other appropriate legislation.
- Any other duties as required by the Production Manager, General Manager, Chief Executive and/or Artistic Director.

Core Competencies

Leading & Supervising	<ul style="list-style-type: none"> • Providing direction and coordinating action • Supervising and monitoring behaviour • Coaching • Delegating • Empowering staff • Motivating others • Developing staff • Identifying and recruiting talent
Deciding and initiating action	<ul style="list-style-type: none"> • Making decisions • Taking responsibility • Acting with confidence • Acting on own initiative
Organising and executing	<ul style="list-style-type: none"> • Setting objectives • Planning • Managing time

	<ul style="list-style-type: none"> • Managing resources • Monitoring progress
Adapting and coping	<ul style="list-style-type: none"> • Coping with pressure • Showing emotional self-control • Balancing work and personal life • Maintaining and positive outlook • Handling criticism

Key skills and expertise
<ul style="list-style-type: none"> • A minimum of five years' experience. • Knowledge of and basic experience in all areas of theatrical costuming and construction techniques. • Knowledge of and experience in basic accounting procedures. • Demonstrated experience in personnel management. • Demonstrated experience in time management and work flow analysis • Working knowledge of costume and fashion history including costume manufacturing history. • Working knowledge of costume materials including historical references and modern availabilities. • Working knowledge of safety standards and the implementation of same. • Excellent interpersonal and communication skills. • Excellent organizational skills. • Attention to detail • Ability to work quickly and efficiently • Able to work to deadlines and handle pressure with maturity and resilience.