

COSTUME CUTTER

(Deputy Head of Wardrobe)

INFORMATION PACK FOR APPLICANTS



The

Rep

Photo by Hannah Kelly

ABOUT THE REP

We're all about the live experience – whether you're coming to see a show, taking part in a workshop, or dropping in for a coffee. We work with partners across the UK and internationally on creating brand new productions and community projects.

You can find us performing live on our three stages here in Birmingham (The House, The Door and The Studio), in the West End, or touring globally. We might pop up on your doorstep in local streets, in schools and colleges, in shops, parks and city squares.

We nurture artistic talent through new writing, directing, technical and casting programmes with young professionals and up-and-coming names. While results can take years, we know it's worth the wait as we believe diversity to be a strength in our society, with art and culture belonging to all. We are a theatre for everyone.

Looking out over Centenary Square's fountains, extensive work on our building will soon be completed making us even more accessible. With our allies at the spectacular Library of Birmingham, our neighbours at Symphony Hall, our new friends at the University of Birmingham Exchange plus the vast social and commercial whirl of Paradise and Brindley Place, there's never been a better time to consider joining us.



Photo by Gill Gillis APRS

ABOUT THE ROLE

The Costume Cutter (Deputy Head of Wardrobe) is a key role in the Wardrobe Department. In this role, you will work with the Head of Wardrobe to produce high quality costumes for all productions, events and activities in and out of the building. You will ensure that digital technology and sustainability are at the heart of every project.

KEY RELATIONSHIPS

This role forms part of the Wardrobe team

You will be managed by the **Head of Wardrobe**.

You will managing the **Apprentice Costume Makers**

This structure may change from time to time based on business need, but reflects the broad areas of responsibility

THE WARDROBE DEPARTMENT

The Rep Wardrobe includes a large workroom with loads of natural light, a wardrobe office, fitting room, wigs room, kitchen space, dirty room and laundry. The wardrobe department oversees wigs, hair and make up and is responsible for ensuring the highest production values.



YOU MUST HAVE

- Extensive knowledge and experience of costume construction
- Strong knowledge of costume history
- Excellent organisational and communication skills
- High standard of professional cutting and making
- Experience of working in a producing theatre or similar environment
- Positive, proactive, self motivated and flexible approach
- Genuine interest in the Arts
- Ability to manage time effectively
- Ability to work alone or as part of a team
- Ability to cope with physically demanding work
- Be a logical and effective problem solver and decision maker
- Ability to carry out work under pressure and maintain good humour and diplomacy

If you do not demonstrate that you meet all these criteria you may not be shortlisted.

ABOUT YOU



IT'D BE GREAT IF YOU HAD

- IOSH training or equivalent
- First Aid Certificate
- Full Clean Driving License

If we need to choose between candidates who meet the essential criteria, we may take these factors into account.

ABOUT YOU

THERE'S NO SUCH THING AS PERFECTION...

At Birmingham Rep we don't expect or look for the 'perfect candidate', instead we look for people who can positively contribute to our team. In return you will be given support, encouragement and all the right conditions to grow, succeed and be your best. For us, recruitment is more than a match against a job description, it's about feeling excited to come to work every day and being proud of who you work with and for.

YOUR BIRMINGHAM REP

It's important to us that The Rep reflects the communities we serve in our city, and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented in our workforce as we want them to be. We want our theatre to be culturally informed and accessible to all, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.

We guarantee to interview anyone from these under-represented groups whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each competence (or could with reasonable support), as well as meeting any of the qualifications, skills or experience defined as essential in the person specification.

To discuss any reasonable adjustments or access considerations to allow you to participate fully in an interview, please send us an email to

RepTalent@birmingham-rep.co.uk



Photo by Johan Persson

RAMPS ON THE MOON

Alongside New Wolsey Theatre, Ipswich; Theatre Royal Stratford East; Nottingham Playhouse; Leeds Playhouse; Sheffield Theatres and strategic partner Graeae Theatre, The Rep is part of Ramps on the Moon.

Ramps on the Moon enriches the stories we tell and the way we tell them by normalising the presence of D/deaf & disabled people both on and off stage. As a collective we share learnings between each venue and across the industry to enable theatre buildings and workforces to break down barriers to those who may think theatre isn't for them.

Each organisation has committed to a programme of organisational change including:

- Embedding D/deaf and disabled people throughout their organisations.
- Putting access and inclusion on the agenda of all meetings.
- Creating long term employment and training opportunities for Deaf and disabled people.
- Committing core production expenditure to the project, alongside the specific additional project funding.
- Acting as a hub within its own region to disseminate experience, information and good practice.

More information can be found at **rampsonthemoon.co.uk**.

FLEXIBLE WORKING

We know flexibility is everything and we foster a working environment which is focused on outcomes. For this role you will be required to work specific hours and be present in the building to help with the running of performances. We actively encourage applications for job shares and will make every effort to accommodate these requests.

NON-CONTRACTUAL BENEFITS

- Free-to-use employee assistance service
- Staff ticket discount
- Staff discount in The Rep food and drink outlets (when available)

We want all staff to see as many of our shows as they can and share in the excitement of being one of the first audiences to see a new production come to life on stage. To ensure everyone has a chance to attend shows, every staff member is invited to attend press night for all The Rep's own productions along with further complimentary tickets to most shows as well as competitive discounts throughout the year.



Photo by Pamela Raith

PERIOD OF WORK

This is a permanent contract, subject to a successful completion of a 3 month probationary period

PAY

£28,168.92 per annum; pro-rata if part time

HOURS

39 hours per week on an annualised basis

Evening & weekend work will be required

HOLIDAYS

20 days per year plus public holidays rising to 25 days plus public holidays with each year of service (up to 5 years)

NOTICE PERIOD

The notice period will be 12 weeks

the Rep



THAT'S IT FROM US, NOW WE'D LOVE TO HEAR FROM YOU



Photo by Tom Wren

Click '[Apply Here](#)' to be redirected to our application portal and then follow the instructions to enter your details and upload your CV. We accept alternative forms of application such as audio or video. Please use the job description and application form on our website to provide up to 5 minutes of content as your supporting statement.

The deadline for receipt of **applications** is **Tuesday 18th January 2022 at 12pm**

Interviews will be held at The Rep on **Thursday 27th January**

Vacancies will generally close by the deadline, however, we reserve the right to close the vacancy early if we receive a high volume of suitable applicants. For this recruitment, we strongly advise candidates to submit their applications as soon as possible if they wish to be considered for the role. Any applications made after the deadline will not be considered.

DIVERSITY MONITORING

Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our progress, we kindly ask you to answer Equality and Diversity questions alongside your application. Your responses will not be shared with the recruiting managers.

ANY QUESTIONS?

If you have any questions about the recruitment process or if you'd like to discuss the role further, please email us at RepTalent@birmingham-rep.co.uk

