

WEST AUSTRALIAN BALLET

DUTY STATEMENT

POSITION:	Head of Wardrobe
REPORTS TO:	Technical Director (direct)
REPORTS TO POSITION:	<ul style="list-style-type: none">• Head of Wigs and Makeup• Senior Cutter (PTE)• Cutter• Touring Head of Wardrobe• Costumiere• Costumiere (PTE)• Casual staff
HOURS OF WORK:	<ul style="list-style-type: none">• 38 hours per week, plus reasonable additional hours• Ordinary hours: 09:00am – 5:30pm (including a one hour lunch break)• During season flexibility and full availability will be required according to technical schedules as determined by the Technical Director

WEST AUSTRALIAN BALLET

West Australian Ballet (WAB) is the state's flagship ballet company, performing a dynamic and extensive series of classical and contemporary ballet works and programs in Perth, regional Australia, and internationally. The Company currently performs five main stage seasons each year, and in house choreographic season, and has an extensive access and activation program to engage the public in our art-form.

POSITION OVERVIEW

Reporting to the Technical Director, and working closely with the Technical and Artistic Teams, the Head of Wardrobe is responsible for the management and oversight of our busy Wardrobe Department. With an emphasis on quality and speed to ensure that costumes are completed on time, within budget, and to a high standard, the role is responsible for maintaining a positive work environment in a busy department.

The Head of Wardrobe is responsible for supervision of costume construction and maintenance including, tutus, wigs, and millinery for the annual repertoire. The role is responsible for supervising a busy team including Head Cutters, Head of Wigs, Head of Touring Wardrobe and Costumiers, as well as casual Wardrobe Assistants and Dressers who are employed to suit the demands of our annual repertoire.

KEY WORKING RELATIONSHIPS

- The position reports to the Technical Director as a member of the Technical Department.
- The position works closely with Production Designers, Artistic Director, Ballet Masters, and the Production Stage Manager.
- The Head of Wardrobe is the direct line manager to the Senior Cutters, Head of Wigs, Cutter, Touring Head of Wardrobe, Costumiers and casual staff.
- Develops excellent relationships with internal and external suppliers, including touring venues.

KEY ACCOUNTABILITIES AND FUNCTIONS

- Liaise with WAB Designers to deliver costumes on time and on budget.
- Manage and oversee work room schedules for the preparation and construction of costumes for new ballets, and alterations of existing costumes for ballets held in repertoire or hired in.
- Ensure that any hired costumes are reinstated as per contractual agreements.
- Oversee the day to day running of the Wardrobe Department including, buying and sourcing fabrics, and ordering appropriate levels of stock.

- Ensure compliance with the company's Workplace Health and Safety Policy including, but not limited to, providing appropriate WH&S induction for all wardrobe employees, undertaking risk assessment for all hazardous activities, and acting on and resolving WH&S issues promptly.
- Hire and supervise casual wardrobe staff.
- Manage the production and performance wardrobe budget in consultation with the Technical Director.
- Manage project deadlines for each production

SPECIFIC DUTIES

<i>Costume Making</i>	<ul style="list-style-type: none"> • Oversee the Wardrobe Team in the delivery of all costumes for WAB productions and events. Including, but not limited to, the supervision of drafting, cutting, construction, shoes, millinery, masks, jewelry and other accessories. • Source and purchase all fabrics required for costume manufacture
<i>Costume Maintenance</i>	<ul style="list-style-type: none"> • Oversee costume maintenance to ensure costumes are cleaned, well maintained and carefully stored.
<i>Stock Control</i>	<ul style="list-style-type: none"> • Ordering/buying workroom stock, fabrics, and consumables. • Ordering/buying character shoes. • Stocktaking of stock items and costumes. • Liaise with Facilities & Operations Manager for the maintenance and repair of the Wardrobe Department's machinery and equipment.
<i>Archiving</i>	<ul style="list-style-type: none"> • Organize, maintain, and record the storage of costumes and materials at the WABC Workroom and WAB Workshop in Bassendean. • Manage safe storage and correct costume inventory documentation.
<i>Performance: Rep/Tours/New Works</i>	<ul style="list-style-type: none"> • Attend production meetings, design presentations and other meetings as required relating to West Australian Ballet's productions, events and functions • Coordinate the production costume run prior to Technical Week. • Attend the theatre for Technical Rehearsals and act as liaison between Choreographers, Costume Designers, WAB Artistic Team and the WAB Wardrobe and Technical Teams. • Take notes during rehearsals on the costumes from all collaborators and ensure they are actioned by the Wardrobe Team. • Assist and facilitate the Costume Designer(s) in the sourcing and purchase of appropriate fabrics for new designs • Gather all information for shows hired by the WAB from the Technical Director and Production Manager, including arrival and departure dates, contract requirements regarding alterations, cleaning and reviewing all running paperwork prior to the shows arrival. • Ensure all shows hired by the WAB are returned to the condition specified in the contract.
<i>Budgeting</i>	<ul style="list-style-type: none"> • Prepare and manage the Wardrobe budgets for production and performance including material and labour estimates. • Create a build a Wardrobe schedule based on staffing budgets for each production. • Source fabrics, obtain samples and cost for fabrics required for the creation of new works. • Recruitment of casual Wardrobe staff as required in conjunction with the Technical Director and the People and Culture Advisor.

ESSENTIAL SELECTION CRITERIA

- Candidates must possess relevant tertiary qualification and/or a minimum of five years' experience in a similar position in a performing arts organisation in a ballet or dance costuming department.

- Proven experience working as part of and managing a small team in a fast moving, creative environment, instilling a high-performance and supportive culture.
- Excellent cutting and making skills.
- Advanced understanding of dance costumes and wardrobe functions.
- Ability to problem solve in a timely and efficient manner.
- Display a keen ability to multi-task and to thrive in a busy environment.
- Demonstrated ability to develop a Wardrobe budget.
- Proficient with the Microsoft suite of software (Word, Excel & Outlook).
- Excellent communication and relationship management skills.
- Able to work independently.
- Excellent collaborative skills.
- Must possess a current driver's license

DESIRABLE SELECTION CRITERIA

- A knowledge of the Western Australian performing arts environment.
- Working knowledge of relevant industrial awards and legislation, including the Live Performance Award, Performer's Certified Agreement and relevant WHS legislation and policies.
- Performing arts touring experience.