WEST AUSTRALIAN BALLET

Duty Statement

POSITION: Head of Wardrobe

REPORT TO: Technical Director

HOURS OF WORK: 9.00am – 5.30pm (with 1 hour lunch break)
38 hours per week – flexibility is available on approval by Technical Director

JOB SUMMARY

It is incumbent on the Head of Wardrobe to demonstrate commitment to the mission of West Australian Ballet: “To enrich people’s lives through dance” and at all times demonstrate behaviour consistent with the values of West Australian Ballet: “Access. Excellence, Innovation and Integrity”, as outlined in the Strategic Plan.

The Head of Wardrobe has a critical role within the Company to manage and oversee the busy wardrobe department including costume construction and maintenance, tutus, wigs and millinery for the annual repertoire encompassing cutting, tailoring, dyeing and finishing. The role supervises a busy team including: Wardrobe Supervisor, Head of Wigs and Wardrobe Assistants as well as casual assistants who are employed to suit the demands of our annual repertoire of works. The work environment is often busy with pressure to contain costs and meet multiple deadlines in any given year. There is an emphasis on quality as well as speed so that costumes are completed on time, within budget and to a high standard.

KEY WORKING RELATIONSHIPS

- The position reports to the Technical Director as a member of the Production Department team.
- 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 Deputy Wardrobe Supervisor, Head of Wigs and Wardrobe Assistants.
- Develops excellent relationships with external suppliers, as well as HMT and other venue technical administrators.
KEY ACCOUNTABILITIES AND FUNCTIONS

- Liaise with 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 in rep or hired in. Ensure that hired costumes are reinstated as per contract.
- Responsible for overseeing fittings and experience in pattern cutting.
- Responsible for coordinating dying and art finishing.
- Oversee the day to day running of the wardrobe department, including buying and sourcing fabrics and ordering reasonable levels of stock.
- Ensure compliance with the company’s health and safety policy including, but not limited to, providing appropriate health and safety 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 wardrobe budget.

SPECIFIC DUTIES

Costume making
- Oversee the drafting, cutting, construction, shoes, millinery, masks, jewellery and other accessories.

Costume maintenance
- Oversee costume maintenance to ensure costumes are cleaned, well maintained and carefully stored.

Stock control
- Ordering/buying stock and material.
- Ordering/buying shoes.
- Stocktaking of stock items and costumes.

Archiving
- Organise, maintain and record the storage of costumes and materials.

Fittings
- Fit dancers character shoes
- Fit costumes

Budgeting
- Prepare and manage production wardrobe budgets.
Recruitment
- Recruit casual wardrobe staff as required in conjunction with the Finance and Corporate Services Director.

EXPERIENCE and TRAINING
- Candidates must possess relevant tertiary qualifications in costume making, or possess relevant industry experience, particularly in ballet or dance costuming.
- Be able to effectively manage a team and work to schedules.
- 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.
- Computer literate in word processing, spreadsheets and ordering software.

West Australian Ballet is a leading State Flagship Company, performing a dynamic and extensive series of ballet and contemporary dance works in metropolitan Perth and regional Australia.