

**Dresser / Wardrobe Maintenance**

**Job Description**

<b>Job Title:</b>	Dresser / Wardrobe Maintenance	<b>Department:</b>	Production
<b>Responsible To:</b>	Wardrobe Manager	<b>Salary:</b>	£23,121 per annum
<b>Location:</b>	Pitlochry	<b>Position Type:</b>	Fixed Term
<b>Working Hours:</b>	Full-Time, annualised hours, average 35 hours over 5 days per week		
<b>Key Relationships</b>	The post holder reports to the Wardrobe Manager and will work closely with other members of the Production Teams, colleagues, Creative Team members, Company, External Collaborators such as co-producing companies		
<b>Context</b>	<p>Pitlochry Festival Theatre has been providing a unique cultural experience for over 70 years, appealing to national and international audiences and visitors. We are Scotland's leading producer of musical theatre, a champion of ensemble practice and the country's only rurally located, major arts organisation. Our home is a glorious eleven-acre campus that includes the Explorers Garden. More than a place to come and see a show, we offer great theatre and art for all in an inspiring, creative atmosphere.</p> <p>Vision 2021 is our bold and ambitious creative and capital development. As a major transformational project, it includes the introduction of a new 170 seat studio theatre and reinstatement of several outdoor performance spaces.</p> <p>To help us deliver the programme across multiple venues, we are recruiting for the role of Dresser / Wardrobe Maintenance to support the annual workplan of the Wardrobe team.</p>		
<b>Purpose</b>	<p>The post holder will participate in the effective and efficient delivery of Pitlochry Festival Theatre's Wardrobe Services. The post holder works within the Production department and, as such, is expected to make a positive contribution its development and to the success of the company as a whole.</p> <p>Pitlochry Festival Theatre aspires to the highest quality in its production values and in the delivery of all Production services and the post holder will have a key role in achieving high standards of production and quality, as well as developing and maintaining high standards.</p>		

**Key Accountabilities:**

1. Participate in the delivery of Wardrobe services in performance, including dressing and maintenance.
2. Participate in the manufacture and creation of costumes for current productions.
3. Help to promote a positive attitude towards health and safety in the Wardrobe areas of Pitlochry Festival Theatre productions and adopt a proactive approach to challenging unsafe work practices in the work environment.

**Key Tasks:**

<b>Dresser / Wardrobe Maintenance</b>	<p>Assisting with the manufacture and delivery of Pitlochry Festival Theatre's costume and wigs services to the highest possible standards and quality within available resources.</p> <p>Taking a lead role in wardrobe maintenance for productions in performance</p> <p>Undertaking Dresser duties during the run of a production as allocated by the Wardrobe Manager</p> <p>Actively participating in the Wardrobe team's practical work for all costumes and wigs, which will include</p> <ul style="list-style-type: none"> <li>• making,</li> <li>• finding,</li> <li>• hiring or purchasing</li> <li>• maintenance</li> <li>• dressing</li> </ul> <p>Participating in the maintenance and upkeep of the working environment and equipment, tools and relevant consumables in all areas used by the Wardrobe team.</p> <p>Any other duties or projects required by the Head of Production or Wardrobe Manager to ensure the general smooth and efficient operation of the buildings and organisation.</p>
<b>Health and Safety</b>	<p>Supporting the Executive Director, as Chief Executive of the organisation, in their legislative duties under the Health and Safety at Work etc. Act 1974.</p> <p>Supporting the Wardrobe Manager by contributing to the production and review of risk assessments, safe systems of work, COSHH assessments, checklists and other relevant documentation as directed to support Production department activity.</p> <p>Supporting the remit and work of the Health and Safety committee, working with committee members to contribute to the day-to-day management of health and safety at Pitlochry Festival Theatre.</p> <p>Attending training as required to update knowledge and skills, and to be able to comply with relevant statutory requirements to a high standard.</p>
<b>Other</b>	<p>Assisting the Production Department with work experience placements, offering work shadow opportunities, training and mentoring as required.</p> <p>Actively promote staff welfare, development and training opportunities throughout the Theatre.</p> <p>Supporting the nominated Green Champion, in meeting organisational aims and ambitions for its environmental impacts.</p> <p>Helping to implement the organisation's Environmental Policy within the Production department</p>

**Wardrobe Assistant & Cutter**
**Person Specification**

The successful candidate will need to be able to demonstrate the following skills, experience and attributes in both the written application and the interview process:

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Qualifications and Knowledge</b>		IT literate, with knowledge of key software applications: Excel, Word, Access etc.	Application
		Full UK driving licence (B, BE, C1)	Application
		Knowledge of relevant legislation, for example COSHH	Application / Interview
		HND or Degree in Costume Construction, Costume Design or relevant equivalent course.	Application
		Certified in First Aid at Work by a recognised body	Application
<b>Skills and Abilities</b>	Excellent communication skills, both written and verbal	Good costume making skills	Application
	Able to dress and maintain wigs	Good sewing and machining skills	Application
	Ability to effectively manage multiple tasks and priorities		Application / Interview
<b>Interpersonal and Communication Skills</b>	Good team player		Interview
	Experience of working directly with Creative staff		Interview
	Strong communication skills		Interview

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Experience</b>	Proven dressing experience working within a wardrobe or wigs team in the performing arts industry.		Application
	Experience of dressing a busy production with a large company.	Knowledge and experience of current Health and Safety issues and practice within the UK performing arts industry	Interview
	Knowledge of current Health and Safety issues and practice	Experience of mainstream UK theatre production	Application
		Experience of repertoire systems	Application
		Experience of multi-site working	Application
		Experience of managing storage systems and recycling programmes	Application
		Experience of working within a predominantly rural environment	Application
		Experience of touring theatre (pre-production or performance)	Application
		Experience of participating in a health and safety committee	Application
<b>Personal Qualities</b>	Has a positive, calm and methodical approach to working	Interested and willing to work across a wide range of areas	Application
	Demonstrates flexibility and diplomacy		Application
	Problem Solver		Application
		Self-motivated	Application
<b>Additional Requirements</b>	Able to work flexibly including evenings and weekends	Willing to work across other Production disciplines	Application
		Comfortable working in a predominately rural environment	Application