

# SCOTTISH BALLET

## Job Description

<b>Job Title</b>	<b>Touring Wardrobe Lead</b>
<b>Location</b>	Glasgow – Touring both domestic and international
<b>Team</b>	Wardrobe
<b>Key Relationships</b>	
<b>Reports to:</b>	<b>Head of Wardrobe, Scottish Ballet</b>
<b>Key relationships:</b>	<p>Reporting to the Head of Wardrobe the position works closely with the Wardrobe Technician, other production staff, freelance staff/makers, designers, artistic staff and dancers.</p> <p>Requires the ability to build excellent relationships with venue staff, those undertaking work experience placements with Scottish Ballet, laundry service providers, repair engineers and external suppliers.</p>
<b>Purpose</b>	
<p>Lead support to the Head of Wardrobe a significant contributor to the Wardrobe Department. Responsibilities include touring preparation, maintenance and archiving of costumes for all of the Company's touring productions.</p>	

## **Responsibilities**

- Wardrobe Department lead and key contact while on tour.
- To lead on archiving productions, and compiling and updating production archive files.
- To support the Wardrobe Department with alterations, refurbishment and general maintenance of all costumes, shoes and wigs, and assist with fittings as required.

## **Key Functions**

- Carry out necessary costume alterations, maintenance and refurbishments.
- Assist the Head of Wardrobe with costume fittings and lead when required.
- Dye costumes and shoes as required.
- Accurately and regularly archive the Company's productions, including the management of laundering and appropriate storage of all costumes, and compiling and updating production bibles.
- Assist the Head of Wardrobe with the supervision of freelance and local theatre staff.
- Undertake dressings and quick changes during dress rehearsals and performances.
- Lead the preparation of skips prior to tours.
- Organise and catalogue the costume stores.
- Monitor stock levels, ensuring that replacement/renewal requirements are notified to the Head of Wardrobe for reordering in a timely manner.
- Lead the cleaning, dressing and maintenance of wigs.
- Deputise for the Head of Wardrobe, Scottish Ballet when required.

## **Desirable Qualifications & Experience**

- Degree in Theatre Costume or equivalent.
- A minimum of 3 years' experience in Wardrobe, preferably within a touring Company.
- Thorough, accurate and able to work under pressure and to tight deadlines.
- Excellent hand-sewing skills.
- Proficient in costume making (desirable).
- Dyeing skills (desirable).
- Wig experience (necessary).
- Driving licence (desirable).

## General Characteristics

- Excellent communication skills.
- Ability to maintain confidentiality.
- Ability and willingness to work on own initiative and as part of a close team.
- A conscientious, discreet, enthusiastic, reliable and personable individual.
- First class planning and organising capability, and ability to use resources effectively and efficiently.
- Flexibility of personal commitments to cope with travel, touring, and attending performances and other events.

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