

LIPA

THE LIVERPOOL INSTITUTE
FOR PERFORMING ARTS

Job Description

Job Title	Wardrobe Manager
Salary Scale	LIPA Scale 8 SCP 30 – SCP 32
Responsible To	Head of Productions
Responsible For	Deputy Wardrobe Manager, Workroom Coordinator, Costume Maker, Costume Technician/ Demonstrator, Costume Store Assistant, Freelance Staff
Number in Post	1
Date Drafted	November 2024

Job Purpose

To manage the Wardrobe Department and be responsible for Wardrobe Department staff and resources. To supervise the costume process on productions and assessments. To support the work of students in the provision of costumes and related items for LIPA productions.

Major Tasks

1. Management of the day-to-day activities, operations, and resources of the Wardrobe Department.
2. Costume Supervision for LIPA productions and events.
3. Instruction and demonstrating costume creation processes to students.
4. Maintaining a safe and secure environment within Wardrobe Department areas.
5. Undertaking financial and record keeping duties relating to the activities of the Wardrobe Department.
6. Undertaking duties common to all LIPA support staff.

Job Activities

Major Task 1: Management of the Wardrobe Department

1. Overall management and supervision of Wardrobe Department operations and activities.
2. Provision of costumes and costumes related items such as costume accessories, and wigs for LIPA productions and events.
3. Appoint freelance and casual Wardrobe Department staff in accordance with LIPA's Financial Regulations.
4. Monitor the hours worked by Wardrobe Department staff, including freelance and casual staff, and sign off time sheets/invoices as required.
5. Undertake the day-to-day scheduling of tasks within the Wardrobe Department.
6. Ensure that suitable arrangements are in place for the loan of Wardrobe Department equipment and stock in accordance with LIPA's procedures.
7. Ensure that Wardrobe Department equipment and resources are effectively utilised, available, and appropriately maintained to meet the demands of the public season and production schedules.
8. Arrange the periodic auction/sale/disposal of redundant costumes and costume accessories in accordance with LIPA's Financial Regulations.
9. Deliver the planning, organisation, and oversight of Wardrobe Department operations.
10. Contribute to Season Planning and negotiate schedules with key stakeholders.
11. Keep up to date with skills and trends within the industry.

Major Task 2: Costume Supervision

1. Work closely with costume designers, including student designers, and teaching staff to ensure that designs are realistic and can be made or otherwise acquired within the available production timeframe and budgets.
2. Prepare budgets and estimates, effectively monitor expenditure to ensure that costs do not exceed the agreed budgets without authorisation, ensure value for money and provide regular reports relating to expenditure.

3. Prepare budgets and estimates, effectively monitor expenditure to ensure that costs do not exceed the agreed budgets without authorisation, ensure value for money and provide regular reports relating to expenditure.
4. Procure costumes, costume accessories, costume props and wigs to the requirements of the costume designer(s), and to a standard and within budgets agreed with the Productions Co-ordinator.
5. Attend production meetings, technical rehearsals, and dress rehearsals, as necessary.
6. Ensure that all changes, including quick changes are possible before the first performance.
7. Provide feedback on the costumes from the dress rehearsal.
8. Manage and schedule costume parades with the costume designer, director, and wider team.
9. Ensure, with the support of the Wardrobe Team, that all costumes, costume accessories and costume props are returned to the department and, where appropriate, to hire/loan suppliers at the end of a production.
10. Attend costume fittings.
11. Advise, facilitate and, where necessary, arrange for suitable instruction relating to the theatrical make-up, hair, postiche, and prosthetics requirements of student productions.

Major Task 3: Instruction and Demonstrating Costume Creation Processes to Students

1. Instructing students in costume interpretation.
2. Instructing students on taking and recording accurate measurements of performers.
3. Instructing students on costume creation techniques and the use of materials and equipment, in line with best industry practice, providing suitable demonstrations where appropriate.
4. Instructing students in costume realisation and time management.
5. Instruct students regarding the process of a costume parade and assist designers to prepare.
6. Instructing that alterations and repairs are conducted with maximum speed and efficiency during production times.

Major Task 4: Safe and Secure Environment

1. Positively manage and promote LIPA's Health and Safety policy and ensure that it is implemented and upheld within the areas of responsibility.
2. Manage the Health & Safety for the Wardrobe Department and routinely update existing policies.
3. Ensure that the Wardrobe Department areas are kept safe, clean, tidy, and secure.
4. Ensure that Wardrobe Department equipment is maintained in a serviceable and safe manner.
5. Advise students and staff on appropriate Wardrobe health and safety issues.
6. Instruct students and staff in Wardrobe Department workplace safety and the safe operation of Wardrobe Department equipment.

Major Task 5: Finance and Record-keeping

1. Ensure that financial and record keeping activities relating to Wardrobe Department operations are conducted in accordance with LIPA Production Department Policies and LIPA's Financial Regulations.
2. Ensure that freelance and outworker invoices and timesheets are submitted for processing within agreed time limits and that they adhere to the agreed budget.
3. Prepare budgets and estimates relating to Wardrobe Department operations, effectively monitor expenditure to ensure that this does not exceed the agreed budgets without authorisation, ensure value for money and provide regular reports for the Productions Co-ordinator on Wardrobe Department expenditure.
4. Manage and be responsible for Wardrobe Department prepaid cards, credit card and purchase order systems using industry standard and LIPA computer software systems.
5. Carry out such stock control and other record keeping duties relating to the activities of the Wardrobe Department as may be required by the Productions Co-ordinator.
6. Advise and provide detailed information to support capital and non-capital equipment requests.

Major Task 6: Common Duties

1. To work flexibly including contributing to work projects of a general nature and providing cover for other staff.
2. To participate in staff appraisals and training programmes as required.
3. To always carry out duties with due regard to Equality, Diversity and Inclusion, Health and Safety and other Institute policies as agreed and revised from time to time.
4. To undertake other duties from time to time that as deemed necessary and relevant by your line manager, and which are within the remit and scope of your grade.

Notes:

The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside of this description will only be made after consultation with the aim of reaching agreement with the person concerned and will be recorded on the individual's job description.

Location:

Whilst the job is located on our main site, the post holder may occasionally be required to work on different duties or other jobs within their competence in their present or any other location as may be deemed appropriate. In all cases, regard will be paid to the qualifications, experience, current duties and responsibilities, and personal circumstances of the post holder.

Hours:

An average of 37.5 hrs per week Monday to Friday, including some evening work. It is expected that there will be peaks and troughs to the working hours required over the teaching year. You will be required to record your working hours on an annualised hours spreadsheet that is specified by the HR & Payroll Department.

Additional hours, including work at weekends, may be required as part of the annualised hours contract. Excess hours are taken as time off in lieu at times to suit operational needs (normally during institute holidays).

Person Specification – Wardrobe Manager

To be identified by:		
Education and Qualifications:		
Degree, HND, BTEC or equivalent in Theatre Costume; or craft apprenticeship, traineeship, or internship in a professional producing wardrobe department.	Essential	Application Form/Qualification Certificates
Experience:		
A minimum of three years' experience working in a professional production wardrobe department as a costume cutter, maker, or supervisor.	Essential	Application Form/Interview
Experience of working as a Costume Supervisor.	Essential	Application Form/Interview
Experience as a manager or deputy manager of a production wardrobe department.	Essential	Application Form/Interview
Experience in managing staff including outworkers and freelancers.	Essential	Application Form/Interview
Experience of collaborating directly with suppliers, designers, and performers.	Essential	Application Form/Interview
Experience of working with students or trainees including designers, performers, and technicians.	Essential	Application Form/Interview
Experience of teaching or instructing in an HE or FE environment.	Desirable	Application Form/Interview
Experience of managing costume fittings.	Essential	Application Form/Interview
Experience of managing budgets, cash handling, financial record keeping and petty cash procedures.	Essential	Application Form/Interview

Experience and understanding of the working practices of a producing theatre.	Essential	Application Form/Interview
Knowledge, Skills, and Ability:		
Good knowledge and understanding of the day-to-day administration and operation of a production wardrobe department including stock keeping and the issue of consumables.	Essential	Application Form/Interview
Able to draft patterns, cut, make, alter, and refurbish period, modern and dance costumes to a high standard. Making skills to include toile making, grading, and draping.	Essential	Application Form/Interview
Excellent ability to interpret costumes designs, including the work of student designers, and to translate them into reality.	Essential	Application Form/Interview
Excellent hand and machine sewing skills, including use of industrial sewing machines.	Essential	Application Form/Interview
Sufficient knowledge and experience to be able to undertake proper setting-up and adjustment of sewing machines and to undertake basic sewing machine maintenance.	Essential	Application Form/Interview
Good knowledge and experience of the maintenance of costumes, costume props and costume accessories including laundry and cleaning techniques.	Essential	Application Form/Interview
Good knowledge and experience of practical fabric dyeing techniques.	Essential	Application Form/Interview
Good knowledge and experience of buying of fabrics and costume making sundries.	Essential	Application Form/Interview
Good knowledge and experience of buying and hiring of costumes, costume props and costume accessories.	Essential	Application Form/Interview
Ability to advise and instruct students in practical costume and costume accessory making skills and techniques.	Essential	Application Form/Interview

Ability to advise and instruct students in wardrobe department management techniques and procedures.	Essential	Application Form/Interview
A good understanding of Health and Safety legislation and procedures and their implications in the wardrobe environment.	Essential	Application Form/Interview
Good understanding of health and safety in the workplace with particular reference to wardrobe department operations.	Essential	Application Form/Interview
Good understanding of the work of other departments in a producing theatre.	Desirable	Application Form/Interview
Good understanding of the theatrical production process including the requirements of theatrical performance and production scheduling.	Essential	Application Form/Interview
ICT literate with proficient Microsoft Office skills.	Essential	Application Form/Interview
Excellent literacy & numeracy skills.	Essential	Application Form/Interview
Ability to work under pressure to tight deadlines and to changing priorities.	Essential	Application Form/Interview
Proven self-motivator with the ability to work on own initiative.	Essential	Application Form/Interview
Excellent administration skills.	Essential	Application Form/Interview
Excellent organisational and time management skills.	Essential	Application Form/Interview
Personal Qualities:		
Confident, helpful manner and consistent high level customer care.	Essential	Application Form/Interview
Problem solving approach and positive attitude.	Essential	Application Form/Interview

Willingness to support others as required.	Essential	Application Form/Interview
Excellent communication & interpersonal skills.	Essential	Application Form/Interview
Ability to work effectively with all production related staff.	Essential	Application Form/Interview
Commitment and flexibility to working evenings and weekends as required.	Essential	Application Form/Interview
Commitment:		
To LIPA's Equality, Diversity and Inclusion policies and practice.	Essential	Interview
To the provision of a high level of service to students and staff.	Essential	Interview
To work with enthusiasm and flexibility.	Essential	Interview