

RAMBERT

RECRUITMENTPACK: HEAD
OF COSTUME





Peaky Blinders: The Redemption of Thomas Shelby. Photo by Johan Persson

What if...

There was a dance company where brilliant and daring people could show up and be supported to push themselves to move the world forward.

Welcome to Rambert

We believe that to give brilliant and daring people the chance to inspire others is to give them the power to change the world for the better. As one of the world's most diverse dance companies we make dance that is awe-inspiring, adventurous, dynamic and relevant, and take it to our neighbourhood, the nation and the world.

We want to hear the most exciting and radical ideas wherever they may come from and to connect with audiences and participants from all backgrounds. Through performances, dance and wellness classes and courses for people of all ages and abilities, we want to ensure we are inspiring, engaging and relevant to everyone.

We create dance shows that tour to large scale (1000+ seat) venues. We're actively building and serving a community of followers and supporters we're cultivating online at [RambertPlus.com](https://www.rambertplus.com) where as well as a subscription with hundreds of online classes and live performances we offer free membership to view dance films, behind the scenes, dancer interviews, podcasts, playlists and other inspiring content.

Under the leadership of Rambert's Chief Executive, Helen Shute and Artistic Director Benoit Swan Pouffer, we're setting ourselves ambitious goals trying new things, finding new ways to give people inspiration, ambition and belief.

Rambert is striving to be an inclusive organisation that promotes diversity and equality of opportunity. Our aim is to create a truly inclusive organisation that reflects a society where everyone can thrive and have a sense of belonging and be themselves. We aspire to achieve our cause through anti-discriminatory and anti-racist means and accept this is a journey we need to continually reflect and build on. To that end, we aim to drive inclusion, eliminate harassment and victimisation while working to advance equality of opportunity through all our processes from recruitment and operations through to the delivery of our public engagement and performances.



Ben Duke's Cerberus. Photo by Camilla Greenwell





WELCOME

Thank you for your interest in the role of Head of Costume.

It's always an exciting time at Rambert. Alongside a programme of world-class contemporary dance on stage and screen, we recently premiered a major new large scale production *Peaky Blinders - The Redemption of Thomas Shelby*, reaching 100,000 audience in the UK in its first tour and now set to perform worldwide from September 2024. We have launched new ventures Rambert Plus, our digital channel and online class subscription service and an Ofqual accredited syllabus Rambert Grades (in partnership with Rambert School) poised to reach 1000s of young dancers worldwide. We have launched a new co-working space in our award-winning architect designed headquarters on London's South Bank, and we have a growing programme of participation projects co-designed with the communities we serve around the UK.

We seek to balance our reliance on public funding with the commercial potential in our building, productions and new ventures. Alongside this we



seek to demonstrate Rambert's credentials as a champion of inclusion, relevance and responsibility to our communities and the environments they live in.

Rambert has a track record of working with the world's best choreographers and dancers, and alongside them we need an exceptional management and administrative team who ensure we create work to the highest possible standards and make it in the best possible way. How we do things is as important to us as the work itself.

In this pack you will find:

- Background information on Rambert
- Job description and person specification
- Conditions of employment
- Information on how to apply

Further information can be found on our website www.rambert.org.uk.

If you have the skills, experience and attributes and believe in what we're setting out to do, I look forward to hearing from you.

Helen Shute

Chief Executive/Executive Producer



GOVERNANCE, STAFFING AND FINANCE

Rambert (trading as Ballet Rambert Ltd) is a registered charity and a company limited by guarantee. We are overseen by a non-executive board of Directors led by Dame Sue Street, who was appointed as Chair in January 2019. Day to day management of the company is delegated to the Executive Team led by the Chief Executive/Executive Producer, Helen Shute. Ballet Rambert Ltd is part of the Rambert group of companies comprising Rambert Trust Ltd and Rambert Productions Ltd.

We have two Joint Ventures with Rambert School: Rambert Grades and a trademark holding company.

Rambert maintains a permanent company of c. 20 world-class contemporary dancers, a fixed term junior company Rambert2 (currently on pause) and a committed and dynamic staff of 35 who deliver the company's programme. We engage freelance artists on a regular basis, including musicians who accompany performances around the UK and internationally, and a faculty of dance artists who deliver our community and participation activity.

Rambert aims to create a programme that is artistically adventurous and ambitious and whilst being financially and environmentally sustainable. Our work is funded through NPO grant income from Arts Council England; box office income; fundraising from trusts, businesses and individuals other earned income including commercial hires of our enviable building, and theatre tax relief.

Our turnover for 2024-25 is forecast to be in the region of £5-6 million.



OUR BRAND

To be successful, brands need to communicate their cause and promise – then deliver on that promise every time someone comes into contact. Rambert has invested significant energy into developing a brand model and brand strategy. This model helps us live up to our values and informs how we communicate them. Everything in the model can be evidenced but is also aspirational. It describes us on our best days – the version of ourselves we would like to be more of the time. The brand is central to our Audiences strategy but also everything we do, from commissioning, participation and community programmes, marketing, and fundraising, to our House Rules, recruitment, and staff appraisals. Please think about how you could contribute to this promise if you came to work with us.



HOUSE RULES

- Everything starts with diversity and inclusion
- Always believe it can be better
- Take us with you
- We trust each other
- Look after yourself so you can look after others
- We respect and take responsibility for our planet and its people
- Don't look back but remember where you come from
- To be superhuman, you need to be super Human

IT'S YOUR MOVE.



HEAD OF COSTUME



HEAD OF COSTUME

JOB SUMMARY

The Head of Costume will be an individual with experience of costume supervision and costume provision. The Head of Costume is responsible for the preparation, sourcing and making of costumes for Ramberts productions, projects, events, producing and touring work whilst ensuring the highest standards in fit and finish of the costumes. As Head of Costume, you will be responsible for all departmental administration and be required to possess skills in budget management taking. You will be responsible for allocated budgets as well as maintaining Ramberts costume back-catalogue, store and equipment. The Head of Costume is an integral part of Rambert's producing team and reports to the Head of Production, you will also work closely with Rehearsal Directors and the Artistic Director. Whilst the company is on tour and during production periods you will line manage the freelance Head of Touring Wardrobe and at times you will be expected to be on the road with a show particularly during production periods.

Accountable to: Head of Production

Key Relationships: Production Team, Finance Team & Artistic Director

MAIN RESPONSIBILITIES

GENERAL RESPONSIBILITIES

- To take overall responsibility for costume, wigs, shoes and accessories in relation to productions, projects, events, producing and touring work.
- To fully cost and input on future production budgets for costumes reporting to Director of Producing and Head of Production.
- To ensure each dancer has their own skin/flesh tone as and when requested/required, selected only by the dancer.
- To plan the use of resources, timetabling, staffing and setting appropriate deadlines.
- To shop, source and make costumes for the department utilising freelance staff as and where applicable.
- To manage allocated costume budgets: including freelance staff salaries and company credit card.
- To recruit and manage freelance costume staff and wardrobe touring staff for productions, projects, events, producing and touring work as required.



- To manage and maintain Ramberts costume and shoe store.
- Supervise the maintenance of the costume workroom and touring equipment as required.
- To manage external costume hire.
- To induct, e.g. taking measurements, all dancers once a year and when new dancers join the company.
- To annually ensure that there is adequate stock of dancer underwear.
- To provide costume and wardrobe support for photoshoots, filming, events and other public access, e.g. school or archive tours, to the costume department.
- To attend all staff, departmental and company meetings
- To undertake training yearly appraisals as and when required.
- Ensuring high standards of health and safety for the costume department both in the workroom and on tour.
- To ensure all costume machinery is serviced annually.
- To support the archive team with the archiving of costumes and data.
- Occasionally talking to the press, Rambert supporters, participation events/school/college visits; about the work at Rambert as required.
- To undertake other duties as may be reasonably required.

CREATION/NEW WORK PROCESS

- To undertake the costume supervision of new productions and projects.
- Liaising with production designers, Artistic Director and choreographers to produce costumes for the company's productions, ensuring highest standards in fit and finish.
- To assist the Audiences team (marketing) with styling photoshoots, recruitment of hairstylists and make-up artists, assisting on photoshoots as required.
- To attend and lead on all fittings for dancers, understanding the correct shape and style of the costume in line with the design brief alongside dancer comfortability/fit for the performance.
- Advising designers and production manager on suitability, quantity and cost effectiveness of design and fabrics for dance costumes.
- To create and manage individual costume bibles per production.
- Controlling allocated production budgets, in liaison with the Head of Production.



- Providing quotes and forecasts for budget/costing purposes.
- To co-ordinate and lead freelance makers, dyers etc. to produce costumes to the highest possible standards within the production schedule, deadlines and budget.
- To liaise with Rehearsal Directors regarding scheduling for casting and fittings.
- To undertake and/or supervise ongoing costume alterations and occasional makes.
- To source costume and fabrics as required.
- Skill dependent. Where skilled in pattern cutting and making there may be need for you to make costumes.
- Skill dependent. There may be opportunities to Costume design and style events on some projects/shows.

ONTOUR

- To manage the Head of Touring Wardrobe, Deputies, Dressers and supervision of local costume staff.
- To oversee the preparation of all costumes and wardrobe equipment for touring helping to pack and unpack and archive touring shows.
- You may be a required to travel (UK and International) to carry out specific costume roles in relation to Ramberts work.
- To travel as required to refit new dancers.
- To liaise with the touring technical team and Rehearsal Directors as required.
- On some productions you will be required to;
 - Be backstage at performances, dealing with quick changes and repairs as needed.
 - Deliver costumes to dressing rooms before the half hour call.
 - Deal with short notice cast changes due to sickness/injury.
 - Manage laundry and dry cleaning for the show(s)
 - Manage local dressers
 - Manage repairs and alterations as required



PERSON SPECIFICATION KNOWLEDGE AND EXPERIENCE

Rambert comprises a team of highly skilled and committed people. All staff members are expected to contribute to the company's success and engage in the life of the company.

ESSENTIAL REQUIREMENTS

- Previous experience of heading up a costume department or significant relevant experience, preferably, including a touring environment.
- Experience of Costume Supervision.
- Experience in Designing and styling.
- Experience of working with costumes for dance, or relevant transferable experience.
- Experience of managing a team.
- Costume construction knowledge and costume making skills.
- Knowledge of Pattern drafting and cutting
- A flexible approach to working as the post requires regular evening and weekend working both on tour and at the company's home.
- Excellent time management skills.
- Ability to manage budgets.
- High organization to manage multiple shows.
- Ability to work on your own.
- Good interpersonal and communication skills included discretion.
- Negotiation skills
- Sharing Rambert's ambition and passion to create radically inclusive world-class contemporary dance.

DESIRABLE:

- Specialist costuming skills, e.g. Dyeing, and Breaking down.
- Working knowledge of wigs, hair and make-up.
- A vast and varied network of contacts in theatre/dance costuming, including freelance makers

and costume supervisors.



CONDITIONS OF EMPLOYMENT

Start Date: 28 October 2024

Salary: £42,500 Full time equivalent

Employment Term: Full-Time / Permanent

Hours of work: 37.5 hours per week, Flexible working options available.

Place of work: 99 Upper Ground, London SE1 9PP

Holiday entitlement: 25 days paid leave in addition to public holidays, pro rata.

This post carries a probationary period of three months, during which time the notice period required by either party is two weeks. Subsequent to a satisfactory review, the notice period increases to two months.

Some late evening or weekend attendance may be required. Should you work over the normal weekly hours, you will accrue time off in lieu (TOIL).

BENEFITS

Death in service benefit (4x base salary)

Employee Assistance Programme including Private GP and Counselling Virtual Appointments

24-hour confidential helpline offering financial and wellbeing support

Enhanced Maternity and Paternity Pay

Enhanced Sick Pay

Free access to Rambert classes (subject to class capacity)

Free Access to onsite gym

Free tickets to Rambert shows (dependent on capacity)

2 paid volunteer days per year

Discounted theatre tickets/Art Fund membership

Pension Auto Enrolment begins after 3 months



AN INCLUSIVE WORKPLACE FOR ALL

Our vision is to have a workforce that is reflective of the society we are based in therefore we encourage underrepresented groups within the arts industry to apply.

We understand that individuals who are Black, Asian and ethnically diverse are often underrepresented within the arts industry. We actively make a stance against racism; holding diversity and inclusion training and having a staff diversity and inclusion working group to ensure that we are on the right side of fighting racism.

We understand that D/deaf and disabled people are underrepresented within the sector. We will interview candidates who meet the minimum criteria for the role. Please let us know if you require any reasonable adjustments for any part of the recruitment process.

We are Living Wage employers because we want to help break the poverty cycle and reduce socio-economic barriers to those working within the arts.

TO APPLY

To apply, please send the below to recruitment@rambert.org.uk by **12 noon, Friday 9th August 2024**.

- A CV
- A cover letter that details your interest in the role and your relevant experience and suitability for the role referring to the key responsibilities and personal specification (max 1 side)
- An equal opportunity monitoring form

First interviews – Week Commencing 12th August 2024

Only shortlisted candidates will be contacted. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.



FURTHER INFORMATION

For more information, please contact Recruitment.
Recruitment@rambert.org.uk

Thank you and best of luck with your application.

Rambert
99 Upper Ground London SE1 9PP Rambert.org.uk



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**ARTS COUNCIL
ENGLAND**

RAMBERT 