Wardrobe and Make-up Supervisor

Eton College is seeking to appoint a **Wardrobe and Make-up Supervisor**. Eton has a vibrant theatre culture and is equipped to offer directors the opportunity to realise their ideas with fullness rarely achievable outside subsidised rep or the commercial sector. We deliver between 11 and 20 stage productions a year, from classical plays to the best contemporary writing and from bare-stage physical theatre to full-on musicals. Our theatres are equipped with state-of-the-art lighting and sound systems; our scenic resources include flying and projection. Productions are well funded and supported by a team of professional theatre staff. This is an exciting time in the department for someone to forward plan and develop the role.

**General Background**

Eton College was founded by King Henry VI in 1440 for 70 King’s Scholars. In addition to the King’s Scholars housed in ‘College’, there are now 1,240 ‘Oppidan’ boys at the school in 24 other boarding houses.

There are 155 full time academic staff and 600 other permanent staff including domestic staff (in the boarding houses and in the central dining hall), technicians, grounds-men, administrative staff, security, cleaners and a large buildings department. There are also 100 part-time and visiting teachers, including visiting music teachers. The school and its immediate grounds and playing fields extend over 400 acres from the north end of Eton High Street to the M4 by Slough, bounded to the east by the Thames and to the west by a railway. There are some 400 school buildings, including staff accommodation and a 2,000m rowing lake at Dorney. There is non-stop maintenance of buildings and grounds.

**JOB DESCRIPTION**

**Job Title:** Wardrobe and Make-up Supervisor

**Reporting To:** Director of Drama / Production Manager (on a daily basis)

**Department:** Farrer Theatre

**Purpose of Job:** The Wardrobe and Makeup Supervisor is key in the provision of an in-house costume and make-up service for the school theatre productions. It involves detailed and regular collaboration with Directors, Masters, House Masters and boys. An ability to lead a team of volunteers, liaise and work with other departments and students, whilst remaining calm and focussed under pressure and to meet a variety of deadlines is essential.

**Main Responsibilities**

**In-house Costume & Make-up Service**

- Consult with producers and oversee all costume and make-up for the theatre
- Read plays and design costume and make-up plots
- Plan, organise and lead the make-up team of volunteers (support staff/parents/boys) for productions
- Ensure the historical and contextual accuracy of costume design and wigs for each production
• Arrange for boys to be measured and fitted for costumes and hair pieces as required
• Select costumes from store
• Make new costumes as required and alter existing costumes as and when required
• Purchase and/or hire appropriate costumes, make-up, wigs and accessories for productions and stock
• List, maintain and assess theatre stock of costumes, make-up and wigs
• Finalise designs before dress rehearsals
• Attend dress rehearsals and make final adjustments for costumes, make-up and wigs
• Make up actors before shows
• Keep and maintain discipline in wardrobe and make-up room
• Keep and maintain wardrobe and make-up room tidy
• Check returned costumes and make-up kits for repairs and replacement stock
• Sort and clear up costumes, make-up and wigs after shows
• Chase missing items of costume and make-up stock
• Wash, iron, repair and rehang costumes
• Arrange for the return of hired costumes and wigs
• Ensure the wardrobe/make-up department delivers to deadline and on budget in all projects
• Manage the departmental budget for costume and make-up
• Maintain all stock records and account for all materials used and purchased
• Travel to/visit external costume hire establishments, with Producer (if necessary), to choose costumes and make-up for productions
• Manage relationships with suppliers ensuring best value procurement and strict delivery schedules
• Ensure all equipment is maintained to comply with current H&S guidelines and COSHH
• Develop and expand the wardrobe/make-up department in consultation with the Director of Drama/Production Manager
• Calculate house bill, if appropriate, for costumes, make-up and wigs
• Continued professional development regarding make-up techniques
• Maintain excellent working relationships with all staff across the theatre
• Undertake any other duties requested by the Director of Drama/Production Manager necessary for the smooth running of the wardrobe and make-up department.

Hiring Out & General Stock Care
• Select, assemble and book out costumes for hirers
• Calculate charges and invoice hirers
• List costumes
• Assemble loan kits for shows performed outside the theatre buildings
• Book in/check returned costumes and/or wigs, sort and clear up
• Chase missing items
• Wash, iron, repair, maintain and rehang costumes
• Attend costume sales
• Acquire new stock
• Organise and clean costume store
• Attend costume sales
Person Specification

<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Proficient sewing/alteration skills for making/adapting costumes</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>• Experience in stage make-up and wigs</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>• Experience of working with young people</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>• Experience of working in a school environment</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>• Using online ordering facilities</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>• Full, clean UK driving licence</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Skills/Personal Qualities

| • Ability to organise and prioritise workload                              | X         |           |
| • Good communication skills – pupils, parents, staff, volunteers &         |           | X         |
|   external organisations                                                    |           |           |
| • Good IT skills including use of emails and Microsoft Excel               | X         |           |
| • Flexible work ethic                                                       |           | X         |
| • Attention to detail                                                       | X         |           |
| • Approachable                                                              | X         |           |
| • Willingness to learn                                                      | X         |           |

Appointment Date
To start as soon as possible subject to satisfactory recruitment checks.

Salary
This position is term time only, plus 3 days before and after the start of each term. The full time equivalent salary will be in the range of £25,000-£29,000 per annum. The salary payable will be calculated on a pro-rata basis.

Hours
The full time appointment provides cover for a total of 43 hours per week during term-time. Typical hours of work will be 9.00am to 6.00pm Monday to Friday and 5.00pm to 8.00pm Saturday, although additional flexible hours will be needed to fulfil the requirements of the post to include evening and all day weekend work (agreed in advance). For example, when productions are being staged you would be expected to work until 8pm (3 days/week) and 10.30pm (2 days/week), approximately. 200 hours are included in the salary to cover these additional hours.

Holiday
Four weeks’ paid holiday per annum, plus Bank Holidays which are also paid. When a Bank Holiday falls during a School term you will be required to work on that day and you will be entitled to an additional day’s paid holiday in lieu. You are required to take your paid holidays (including any additional days in lieu) during the school holidays excluding the three days before the start and end of each term. The remainder of the school holidays constitutes unpaid holiday.

Notice period
The first year of employment is considered to be a probationary period and the notice period is 1 month during the first year. The notice period increases to 3 months after one years’ service.
Benefits

- Pension scheme
  Employees who wish to be enrolled into the College’s Group Personal Pension Plan can choose either to contribute 4.9% of your salary and the College will contribute 11% or to join the auto-enrolment category where you will currently pay 1% and the College pays 1%. These amounts will increase gradually over the next few years in line with Government requirements.

- Childcare Vouchers
  The College’s Childcare Voucher Scheme is supplied by Edenred. More details are available from the HR Department.

- Sports Facilities
  Employees at the College enjoy free use of the College Gym, swimming pool and tennis courts with subsidised use of other sport facilities.

- Leisure Facilities
  Free use of the School Library, free entry to College theatre and concert productions.

- Life Assurance
  Life Assurance benefits commence upon employment and cease 31 days after leaving Eton Service. This is currently 4x basic salary.

- Employee Assistance Programme
  All employees have access to counselling services provided by Health Assured. More information is available from the HR Department.

- Give as You Earn
  The College is registered with Give as You Earn. This payroll deduction scheme enables employees to make regular deductions directly from their salary in support of their chosen charity or good cause.

- Eyesight test
  Free bi-annual eye test and £50 towards glasses for VDU use.

Application Process

An application form can be downloaded from the website http://www.etoncollege.com/SupportStaffVacancies.aspx Application forms must be completed in full and emailed to recruitment@etoncollege.org.uk

The closing date for this position is noon on Thursday 31 March 2016.
Applications received after this time will not be considered.

If you are unable to complete an electronic application or have any questions about the recruitment process, please email recruitment@etoncollege.org.uk or contact Sue Douglas, Human Resources Department on 01753 370562.

Candidates invited for interview will be required to provide the College with original documents that verify identity and all qualifications stated on the application form.

All appointments with the College will be subject to two references, a medical report and an Enhanced Disclosure from the Disclosure and Barring Service, all of which must be satisfactory to the College. In addition the College is required to contact any former employers in whose employment the applicant has worked or volunteered with children.