



<b>POSITION DESCRIPTION</b>			
<b>JOB TITLE</b>	Costume Supervisor	<b>DATE</b>	May 2021
<b>DEPARTMENT</b>	Wardrobe / Costume	<b>APPROVED BY</b>	Aaron Beach
<b>LOCATION</b>	Belvoir Street Theatre (Surry Hills)		
<b>REPORTS TO</b>	Head of Production		
<b>WORK TYPE</b>	Full Time Fixed Term (31 May – 9 July)	<b>REMUNERATION</b>	\$1300 gross weekly + 9.5% Superannuation
<b>CLOSING DATE</b>	14 <sup>th</sup> May 2021	<b>BENEFITS</b>	Complimentary Tickets & Time-In-Lieu
<b>CONTACT</b>	Lachlan Steel – lachlan@belvoir.com.au		

Belvoir welcomes applications from Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds, people with disability, refugee status and members of the LGBTQIA+ community.

**Applicants are asked to include the following documents with their applications**

- **Up to date resume of no more than five pages**
- **Address their suitability in a cover letter of no more than one page**

Please send your application to Lachlan Steel – Production Coordinator by email: lachlan@belvoir.com.au

**COMPANY PROFILE:**

Based in Surry Hills, Sydney, Belvoir is one of Australia’s most distinguished and beloved theatre companies. Since 1984, when a group of 600 likeminded theatre-lovers came together to buy a theatre to save it from becoming an apartment block, Belvoir has been at the forefront of Australian story telling for the stage. Each year the company presents an annual season of shows for this now-iconic corner stage. New work and new stories sit at the centre of Belvoir’s programming, alongside a mix of classics and international writing, and a lasting commitment to Indigenous stories. In short, Belvoir is about modern theatricality, an open society, and faith in humanity.

**JOB PROFILE:**

The Costume Supervisor is a contracted position working closely with the Costume Designer, Stage Manager and Production Manager. The Costume Supervisor is responsible for working with the Costume Designer to realise their vision within the production budget and to schedule as well as managing the costume department. These duties include but are not limited to making, altering and fitting costumes to actors, maintenance, as well as sourcing various items from stock, retail or online stores, and any other duties as required for Belvoir’s production of Miss Peony in accordance with the policies and procedures of the company.

**DUTY STATEMENT:**

- Ensure that all costumes are delivered on budget and to schedule.
- Making costumes as required including but not limited to: sewing, cutting, patterns, alterations, repairs.



- Sourcing and purchasing of costume items including accessories.
- Repairs and maintenance of costumes as required in the lead up to Opening Night.
- Lead and manage costume fittings and measurements as required.
- Supervise the work of any additional makers and assistants.
- Liaise with all departments including but not limited to Stage Management regarding fittings, measurements and alterations, Production Management regarding budget and scheduling.
- Maintain and update accurate records of the show in industry standard documentation.
- Understand and implement safe work practices as required by Belvoir's policies and procedures.

**WORKING RELATIONSHIPS:**

The Costume Supervisor will report to the Production Manager and ultimately to the Head of Production. The Costume Supervisor will work closely with the Production Manager, Stage Management and Production Coordinator.

**SELECTION CRITERIA:**

## Essential

- Experience in costume making, alterations and maintenance in a similar role at an Arts company or production company.
- Experience in supervising staff in a main stage production or similar arts company.
- Ability to manage budgets and meet tight timelines.
- Good verbal and written communication skills.
- Ability to work independently, as well as part of a team.
- High level attention to detail.
- Ability to remain calm under pressure.
- A Full driver's license

## Desirable

- First Aid Certificate.
- Demonstrated interest and sensitivity to actors, artists and the creative process.