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**HEAD OF COSTUME**

**ROLE DESCRIPTION & APPLICATION INFORMATION**

**Role title:** Head of Costume

**Reporting to:** Head of Production

**Direct reports:** Costume assistants

**Location:** Dublin 1, Ireland

**Contract:** Permanent, Full-time

**BACKGROUND TO THE GATE THEATRE**

The Gate Theatre was founded in 1928 by Hilton Edwards and Micheál MacLiammóir. Their productions were innovative and experimental and they offered Dublin audiences an introduction to the world of European and American theatre as well as classics from the modern and Irish repertoire.

Theatre can lead to extraordinary moments of shared imagination. It enables us to stand in another’s shoes to better understand ourselves, and the world around us. It shows us who we are, who we have been, who we could be. From its earliest forms of storytelling around the campfire, theatre has sought to reach people, to teach people, to communicate ideas – and to promote change. The Gate’s mission is to be an International home for Irish artists and an Irish home for international artists. On its stage in Dublin and through tours, partnerships and creative collaborations, there is a commitment is to ‘open the Gate’ to new artists, audiences and new forms of theatre. The Gate’s aim is to share this work with a large, diverse and evolving audience both in Ireland and around the world.

As an artist-led organisation the ‘work’ is at the heart of everything the Gate does. It produces a broad programme of new, contemporary and classic work, all of which speaks to today’s world.

The theme of the Gate’s current season is *Love and Courage*, and this theme emulates its aim to delve into Ireland’s deep and world-renowned cultural legacy to establish a global world-class theatrical powerhouse. As the world continues to experience seismic economic, societal, political and cultural shifts, the 21st century has brought incredible change to our lives through technology and globalisation. However, theatre remains the backbone of society’s culture, and none more so than Dublin, where Ireland’s literary and creative output is world-renowned. Housed in the awakening Cultural Quarter, the Gate must now navigate decisively to open a new chapter, and deliver on the global stage.

**Principles of the Gate’s Vision:**

* An Irish home for international artists and an international home for Irish artists - a network of international partnerships and collaborations - a creative leader on the world stage.
* A global world-class theatrical powerhouse producing annually, a year-long programme of original work, attracting a diverse and broad audience.
* A space for the world’s greatest artists to meet, collaborate and exchange ideas through local, national and International encounters both on and off-stage.
* To launch the next generation of artists on the world stage and to nurture these artists through mentoring and development, producing their work both at the Gate and internationally.

**PURPOSE OF THE JOB**

**Key responsibilities**

The Head of Costume will take responsibility for all wardrobe and costume requirements at the Gate Theatre. He / She will be expected to liaise and support costume designers on Gate productions, control show running budgets and line manage costume supervisors, dressers and make-up artists where appropriate. The post requires an active involvement in the setting up of shows at the Gate including weekly show running, technical rehearsals and production weeks. The post may require involvement in Gate productions outside of our Dublin home.

**Main Duties and Responsibilities**

**Production**

* Responsible for all day to day running of the Wardrobe Department.
* To manage the Wardrobe department and take responsibility for the daily maintenance, repairs and cleaning of all costumes, shoes and wigs.
* Accountable for all department spending.
* To liaise with the Head of Production on the requirements of productions.
* To attend production meetings as required.
* Provide creative solutions to design problems
* Instruct the Dressers in their duties and to advise the production team of any perceived difficulties in costume changes
* Oversee storage and maintenance of costumes and wigs, to record items borrowed and hired in by the Gate, and make returns as required
* Maintain good relations with all suppliers and work to grow the network of cost efficient, reliable suppliers.

**Departmental Running**

* Responsible for the delivery of costumes including the manufacture, alteration, finishing, cleaning, maintenance, dyeing, and breaking down of costumes, and costume accessories, within budgets and deadlines agreed with the Head of Production.
* To ensure a safe working environment during rehearsals, fit-ups and performances.
* To catalogue and maintain the Gate costume store and help with the selling or hiring of costume as required.
* To maintain Wardrobe equipment, costumes, wigs and other items.
* To manage relevant departmental budgets as agreed with the Head of Production.
* To keep up to date with any changes in industry legislation / union agreements including health and safety legislation.
* Lead on the recruitment and selection of wardrobe staff and requirements for production.
* Provide induction training for new and part-time staff and placements.
* Document all costume information for each production including design research, supplier details, costume plots, budgets, fitting photos, hire contacts and any other relevant information.

**Experience**

* Excellent organisational and management skills and have at least four year experience of working within a Wardrobe / costume department in a theatre or creative environment.
* Good practical knowledge and experience in specialist areas such as wigs, hair, dressmaking, tailoring, make up.
* Demonstrated knowledge of budgeting and accounting practices.
* Excellent computer skills in a Microsoft Windows environment with a high proficiency in Excel.
* Knowledge and experience of using sewing machines and laundry equipment
* Good working knowledge of producing theatre and production processes.
* Proficiency in written and verbal communications
* A high degree of accuracy and attention to detail.
* Ability to remain calm, positive and professional under pressure
* Good organisational and time management skills
* Computer literate on all Microsoft Office programme
* Ability to work well within and lead a small dedicated team
* Ability to think creatively and independently, and to solve problems.
* Discretion, tact and diplomacy
* Experience of managing teams and / or departments.