



Recruitment Notification

Role title:	Costume Supervisor
Reporting to:	Head of Costume
Key Relationships:	Cast, Creative Teams and Producing department
Direct Reports:	None at present
Delegated Authority:	The role has delegated authority in line with the Gate's internal policies.
Location:	Dublin 1, Ireland
Contract:	One-year fixed term with potential to move to permanent
Spec effective:	2023 January

BACKGROUND TO THE GATE THEATRE

The Gate Theatre was founded in 1928 by Hilton Edwards and Micheál Mac Liammóir. 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.

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 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.

Since late summer 2022 The Gate changed leadership through the appointments of Róisín McBrinn and Colm O'Callaghan. Many of the new approaches the new team want to lead with are underpinned by a commitment to making the Gate a more civic space.

PURPOSE OF THE ROLE

The costume supervisor is a key role in the department and will support the Head of Costume in the day to day running of the Costume Department. The role will also act in a deputy capacity in the absence of the Head of Costume. This role will act as a mentorship, so that the Head of Costume can assist the successful candidate in advancing their costume making skills, in terms of pattern drafting, garment construction, embellishment and creative costume breakdown.



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KEY RESPONSIBILITIES

- To assist the head of costume in the delivery of Costumes in a timely manner for all productions. This will include being responsible for the Costume Department in the absence of the Head of Costume.
- To take charge of all costume purchases and returns.
- To assist with building costume tracks and maintenance schedules with free-lance staff.
- To act as relief for dressing and maintenance staff where appropriate.
- Performing other costume related activities as required by the Head of Costume.
- This role will act as a mentorship, so that the Head of Costume can assist the successful candidate in advancing their costume making skills, in terms of pattern drafting, garment construction, embellishment and creative costume breakdown.

COMPETENCIES

- Communication and Relationships – Strong working relationships improve collaboration and productivity while building and fostering an inclusive work environment within the Gate.
- Agility and Flexibility – Comfortable working within an evolving company which develops and grows from production to production.

PERSON SPECIFICATION

Essential

The post holder must be able to demonstrate the following:

- A minimum of 3 years professional experience in a costume department, dressing or other clothing related industry.
- Good sewing skills, a basic understanding of pattern cutting, draping and costume history*.
- A passion for Costume making and garment construction.
- Good communications, time keeping and organisational skills.
- A good strong work ethic and strong teamwork is essential.
- A passion for theatre in Ireland
- A good understanding of the inner workings of backstage of a theatre show.
- Ability and willingness to work outside of normal office hours when required.

*At interview stage you will be required to show a costume portfolio and an example of costume / garment construction.

This job description is a guide to the nature of the work required of the role; it is not an exhaustive list of duties and additional tasks which are of a similar nature or level may be allocated at any time in line with business requirements.



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TERMS & CONDITIONS

The standard office hours are between: 9am and 6pm, The standard Theatre hours are between 5pm and 12.00 midnight. The role will operate across both timeframes on a net 37.50 hour working week.

The role involves working irregular and flexible hours on a regular basis which is reflected in the remuneration.

The standard working days for the role are 6 days over seven Monday to Sunday, while the role may operate predominately Monday to Saturday some Sunday work may be required which is reflected in the salary. The role is required to work during open and dark periods within the Theatre schedule.

Salary: The position is banded at Specialist Function – Officer level within the Gate Management Level Framework with a salary of €37,000.



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Application and Selection Process

To apply please submit a curriculum vitae and single page supporting letter outlining how you meet the requirements of the post with examples of your experience.

Applications should be sent directly by email to: HR@gate-theatre.ie referencing **Gate Theatre Costume Supervisor**

As part of our Equal Opportunities in Employment Policy, we have a system to monitor all job applications. Please complete our Equal Opportunities Monitoring Form and submit it as part of your application. This information will be used for monitoring purposes only and shall remain strictly confidential in line with our Data Protection arrangements.

https://forms.office.com/Pages/ResponsePage.aspx?id=4aYnk08dpk-cJoL46NGm4S8b4TC9G_BFoHV_mNwbaTRUQzRMTU42TTdQNDMwSVIJVUZFTFE3VkrM4TS4u

This form will not be used during the shortlisting process but will be used separately and for the purpose of recruitment monitoring and provision of statistical data. All information supplied will be treated in the strictest confidence and protected from misuse.

Closing date for receipt of applications is **5pm Wednesday 1st February 2023, with an expected start date of Monday February 27th, 2023.**

The position is initially offered on a full time one-year fixed term basis with the potential of moving to a permanent contract.

The Position will be advertised internally and externally via the Gate and Artistic Community media Channels.

Candidates will be assessed based on their application (cover letter and cv), relevant experience, and the interview process.

The interview process will be competency-based related to the role requirements. Interviews will take place on-site at the Gate Theatre, Dublin 1.

Gate is an equal opportunities employer where diversity is valued and supported.