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| Job Title: | Costume Tutor (Supervision) |
| Job Holder: |  |
| Reports to (Title): | Head of Costume |
| Reports to (Name): | Kyriaki Bouska |

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| **Prime Function of Role:** |
| To form part of the teaching staff within the Costume department - under the supervision of the Head of Costume – working with students on both the specialist and core courses, and to facilitate the costuming of the Academy’s productions and presentations |

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| **Accountabilities:** |
| * To be jointly responsible for the teaching of the 1st and 2nd year students on the Costume MA Course and TTSM Fda and BA courses, with emphasis on Costume Supervision. * To oversee the organisation and maintenance of stock within the Costume Store. * To formally teach the first year technical theatre in Costume Supervision, Costume History, dressing, fabrics and basic special effect make up. * To oversee the Supervision of the Public performances when a student is Supervising a show. * To Supervise a show when there isn’t a student to fill the post. * To oversee and support the Costume Assistant facilitating the requirements of the 1st and 2nd year acting presentations and other various in-house projects. * To jointly run the workroom during production weeks prior to the shows, advising students of the basic skills and assisting in all work for the shows, including altering, dyeing and other aspects of wardrobe, this will require evening and weekend work. * In collaboration with the Lead WHaM tutor, having an overview and understanding of the WHaM requirements for the shows. * To carry out show duties in rotas with the Head of Department and other Costume staff. * To be jointly responsible for the supervising of cleaning, laundering and maintaining costumes during show runs. * To participate and lead where necessary in the exhibition of student work as it occurs through production, portfolio, and public display. * To participate in assessment and review systems, together with the Head of Department, in relation to the work of the Costume department and the students within the department. * To assist the Head of Department in all aspects of her work, in promoting the highest standards within the department and to represent RADA as a whole in this manner and deputise therefore when necessary, as may be required. |

**Person Specification**

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|  | Essential | Desirable |
| Qualifications | Theatrical costume training to degree level, or equivalent experience within the industry |  |
| Knowledge | Some knowledge of the history of costume, a good knowledge of the workings of a professional Costume department. | Dyeing  Breaking down techniques |
| Skills/abilities/competencies | Organising and excellent skills in all aspects of Costume Supervision and Wardrobe Management | IT training.  Teaching experience |
| Experience | A minimum of five year experience within the industry | Work within the film industry |
| Personal Attributes | This job requires a calm disposition and an empathy with the students within a vocational training, a willingness to do evening and weekend work and good organisational skills |  |

Signed by Line Manager:

Date:

Signed by Staff Member:

Date: