

MOULIN ROUGE! THE MUSICAL UK ASSISTANT COSTUME SUPERVISOR (MATERNITY COVER) - JOB DESCRIPTION

Job: UK Assistant Costume Supervisor (Maternity Cover)

Salary: In line with industry standard

Probationary Period: 12 weeks

Contract: Fixed Term (maternity contract), estimated 4 days' work per week, evening and weekend work may be required

Start date: TBC, September 2024

End Date: Subject to specific terms of the maternity contract

Location: London

Preferred: Experience in the Wardrobe or Costume team for a large-scale West End musical or equivalent.

Reporting Structure: The UK Assistant Costume Supervisor (maternity cover) will report to the UK Costume Supervisor, International Costume supervisor in addition to the Executive Producer and General Managers. Strong collaboration and partnership will be required with the Wardrobe Department, Company Manager, Costume Designer and other UK Associates.

Personal Attributes: High level of self-awareness, empathy, integrity and confidentiality, detail orientated, excellent communication and organisational skills, ability to work as part of a team as well as individually, a flexible approach to working unsociable hours, a positive attitude and a sense of humour.

KEY RESPONSIBILITIES

Responsibilities for the Assistant Costume Supervisor (maternity cover) for the Production will include but will not be limited to:

- In consultation and collaboration with Associates & Costume Supervisor, coordinate the costume department activities including scheduling, budgeting, running fittings, building timelines for delivery, adjustment and the refinement of costumes as required by the production;
- supporting the Costume Supervisor in all creative aspects of running the department and costume office;
- supporting the creation and maintenance of production documentation and spreadsheets, including: budgets, purchase orders, fabric and costume inventories, cross territory hires/purchases/sales, freight and all other general documentation;
- organising and maintaining all equipment and supplies required by the costume department;
- placing orders for fabric, costume makes and other material/equipment requirements in consultation with the Costume Supervisor;
- documenting and processing the receipt of fabrics and any other items ordered for the costume office;
- keeping fabrics and components stock records and carrying out stock audits as required;
- coordinating the preparation and distribution of fabrics and components to makers for new costume, shoes and hats makes;
- arranging and documenting the distribution of costume to the wardrobe department;
- arranging and assisting with costume fittings or the taking of measurements, taking photographs, filing and distributing information as required;
- researching, sourcing and buying fabrics and components as required in collaboration with the International Costume Supervisor;
- maintaining the 'bible' in both digital and physical copy to an extremely high standard, so it can continue to be used as an accurate reference for re-cast and makes;
- ensuring the safe, smooth and cost effective operations of the costume department;
- ensuring that all work carried out is undertaken in a safe and professional manner;
- acting as coordinator between the costume office and other departments, creatives and company during cast change;

OTHER ADMINISTRATION

- understanding of the department budget and working to budgets set by the Costume Supervisor;
- updating and maintaining your timesheets;
- coordinating department petty cash floats and collating required receipts;
- providing credit card and petty cash receipts;
- maintaining effective filing systems and other systems for the costume office;
- providing general day to day office administration including; updating cast photo sheets, organising couriers, coordinating meetings and the departments diary;
- working in accordance with MR!WE's Health and Safety Policy; and

any other duties as may be reasonably required in the course of your duties or as instructed by the Costume Supervisor, Producer, General Managers, or Director from time to time.

To apply, please send your CV with a short covering letter to joinus@playfuluk.com with your name and the role you are applying for in the subject line. Please send your application by no later than **5pm on 27th September 2024**. Please note all applicants must have the right to work in the UK.

We are committed to a workplace culture that embraces equality, diversity, and inclusion across all departments.