



NEW VIC

Costume Cutter
Information Pack
July 2022

Welcome

Thank you for your interest in the post of Costume Cutter at the New Vic Theatre.

Are you interested in joining a dynamic team making stunning costumes for the award winning New Vic Theatre in Staffordshire? Are you a positive team player with good knowledge and experience in the preproduction of a varying range of shows and projects? If so, we want to hear from you.

We are looking for someone with experience in the manufacturing of costume from initial pattern cutting and draping, through to final completion.

We hope that this pack will answer all your questions, but if there is anything else you would like to know about the role or working at the New Vic, please do get in touch on 01782 381371 or by email to recruitment@newvictheatre.org.uk.

The deadline for applications is **27 July 2022 at 10am**
Interviews will be held **1 and 2 August 2022**



Costume Cutter

The post of Costume Cutter is offered on a full time permanent basis.

Salary

The salary for the post is £22,339. The salary is paid monthly by credit transfer on the last Friday of each month.

Hours of work

The normal hours are 40 per week to be worked flexibly across Monday to Saturday in agreement with your manager. We will endeavour to schedule basic hours over 5 days where possible. The role will also require some evening hours during production periods. Any hours in addition to your normal hours are to be agreed in advance.

Where the number of hours worked in any one week exceeds 40, time off in lieu (TOIL) will be accrued and taken at a time agreed with your line manager.

Probationary & Notice Period

The probationary period for this post is 6 months. The notice period during the probationary period is 2 weeks. Following successful completion of the probationary period the notice period is 4 weeks.

Holiday Entitlement

The annual holiday entitlement for this post is 20 days plus bank holidays. Holiday increases after 3 and 5 years' continuous service.

General

All eligible staff are automatically opted in for the New Vic's basic pension scheme under auto enrolment legislation. All offers of employment are subject to the candidate being able to provide suitable proof of their eligibility to work in the UK and references.

Work Location

The role will be based at the New Vic but may occasionally require work at other venues and locations, typically but not specific to, touring productions.

Costume Cutter

Responsible to: Head of Production, Head of Costume

Role Purpose

Working as part of the Costume Production Team, the Costume Cutter will ensure effective and efficient lead and support in the manufacturing of any costume required from initial pattern cutting and draping, through to final completion.

Alongside the other members of the Costume Department, the Costume Cutter will assist the Head of Costume in coordinating and monitoring the rotation and turnaround of costume production according to workload and staff availability; supporting with the planning of the department and assuring the meeting of deadlines throughout production and rehearsal periods.

This is a full time role that requires flexibility with occasional evening and weekend availability - catering mainly for specific fitting, rehearsal and tech schedules as arranged by the Head of Costume and Production Manager.

In addition to this role, the Costume Department consists of The Head of Costume, 2 part time Cutters, 2 part time Costume Technicians and, to run and maintain shows post production, a full time Wardrobe Technician.

All members of the Costume Department are expected to work to high standards and production values - respecting the responsibility for meeting deadlines and maintaining a positive work ethic.

General Duties

- To primarily cut, fit and produce costumes for all New Vic main house productions working individually and as a team.
- To produce costume according to the Designer and Directors requirements - both visually and practically for purpose and functionality, working closely with the Head of Costume to achieve this.
- To assist in the general prep of productions that require an approach other than cutting i.e. pulling, fitting, adapting and altering costume from the New Vic store and any other sources.
- To produce both soft and more prop based costume depending on skill set.
- To assist the Head of Costume during tech periods / sessions as and when required.
- To help keep the department functional and with a sustainable and realistic workload according to contracted / available hours and budgets.
- To assist the Wardrobe Technician with the more considerable running show alterations and repairs if required.

As a member of New Vic staff:

- Be a part of the New Vic team and attend company meetings as required
- Attend training as required
- Comply and contribute to all Company Policies and Procedures including Health and Safety, Equal Opportunities, Safeguarding and Data Protection

- Be an advocate for the theatre and act always in the best interest of the New Vic
- Any other duties as may reasonably be required, that may assist the company in achieving its business objectives. Such tasks will not be of an unreasonable nature and shall commensurate with the level of the post.

The above accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.



Costume Cutter Person Specification

We are looking for the following skills and experience:

Essential Criteria

- Demonstrable training and commercial experience in pattern cutting and costume construction, ideally but not solely within a workroom environment.
- Versatility in costume production other than flat work i.e. drapery and tailoring.
- Experience in more prop based costume and use of materials other than fabric.
- Understanding in the differences between clothing and costume production.
- Knowledge of more traditional period costume techniques and adapting to a commercial method with budget and time constraints.
- Ability to work on several items at the same time with a knowledge of time constraints and efficient production techniques.
- Good team and time management, etiquette and understanding of restraints / limitations within production timetables.
- Working as a team and individually.
- Understanding the nature of a Costume Department and adapting to its show specific working - practically and professionally.

Desirable Criteria

- Full driving licence.
- Millinery.
- Previous experience of working in a busy theatre Costume Department.

'Staffordshire's New Vic proves what a regional theatre with ambition and imagination can do'.

The Guardian

The New Vic is unique. The first purpose-built theatre-in-the-round in Europe and a ground-breaker in the integration of professional theatre-work with an extensive community and education programme, we make theatre that is valued by local audiences and recognised nationally. In the last few years we have toured shows 'made at the New Vic' nationally and transferred our first show to Broadway in New York with *Around the World in 80 Days* achieving the accolade of being the New York Times Critic's Pick of the Week.

We believe in the power of theatre to change lives. We also believe that everyone should have access to great theatre and on average 180,000 people visit the New Vic each year.

The New Vic has forged a national reputation for producing first class theatre – usually 8 or 9 in-house productions annually. We have a full in-house creative team, including costume, scenic workshops, lighting, sound and design. Our theatre-making is nationally recognised, particularly our work for young people and their families.

Our extensive community and education programmes reach over 25,000 annually, with award-winning New Vic Borderlines, and New Vic Education departments ensuring we are key to the cultural life of the region. Alongside this the theatre leads *Appetite*, an Arts Council England Creative People & Places programme, to engage more people in North Staffordshire in the arts.

The New Vic is a registered charity with a turnover of £3.5 million and operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council, Staffordshire County Council and Stoke-on-Trent City Council.



*“The New Vic...is doing everything a regional theatre should” - The Sunday Times for
Marvellous (2022)*



“The company’s storytelling, under Heskins’s direction, is masterly”
Selected as one of The Observer’s best Christmas family shows of the year
The Observer for Beauty and the Beast (2021/22)



*“This delightful promenade show uses pretty-as-a-picture design, undercut with creepy asides, to bring
ETA Hoffmann’s famous tale alive” - The Guardian for Coppelia - A Mystery (2021)*



*“In a historically grim year, these are tales to reset your perspective – and, sometimes, to stir your soul” - i news
for Hoard: Rediscovered (online 2020)*

*“Sumptuous staging of the Mark Twain classic that offers a feast for the senses” -
The Stage for The Prince and the Pauper (2019/20)*



Applying

The New Vic aims to attract, develop and retain the best talent for all roles and will always appoint based on merit. We consider that diversity is good for the art we make, good for artists, good for audiences, and good for the cultural sector.

The New Vic is an equal opportunities employer. We value diversity in our workforce and positively encourage applicants from all sections of the community, particularly applicants under-represented across the arts workforce, especially applicants with a disability, applicants who are LGBTQIA+ or applicants of African or Caribbean heritage, South, East and South-East Asian heritage or anyone who experiences racism.

How to apply:

Complete our application form and equal opportunities form (this is one document. You must fill in this form as CV's and covering letters are not accepted. The deadline for applications is **27 July 2022 at 10am**. Interviews will be held **1 and 2 August 2022**.

We want to make sure that our application process is accessible to everyone, so please do tell us if you need any of this information in another format (e.g large print, audio).

Email your application form to recruitment@newvictheatre.org.uk using the subject line Costume Cutter or post the form to Administration, New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG.

In your application, please answer the questions by telling us about your relevant skills and experience, letting us know how you match the person specification.

So you are aware, we separate section I of the application form and the equal opportunities monitoring form before short listing. The short listing panel will make their decisions based solely on Section 2, without access to any of your personal information. Further information on how we use and store the data provided in your application form is available on our website.





New Vic , Etruria Road, Newcastle-Under-Lyme, Staffordshire, ST5 0JG Stoke-on-Trent & North Staffordshire Theatre Trust Ltd. Company registration number: 911924. Charity registration number: 253242.
The New Vic operates thanks to partnership between the Arts Council England, Newcastle-Under-Lyme Borough Council, Staffordshire County Council, and Stoke-on-Trent City Council.