OPERA AUSTRALIA

POSITION DESCRIPTION

Head of Wardrobe

Position Title: Head of Wardrobe

Department: Major Projects

Location: Based at The Opera Centre, Sydney, but may be required to work and/or be based at project locations or other company work locations, as required.

Classification: Production Staff

Employment Type: Full-Time Fixed Term

The Company

Opera Australia is Australia's national opera company, dedicated to enriching Australia's cultural life with exceptional opera and sustaining and developing the art form.

Opera Australia is the largest and busiest performing arts organisation in Australia, with over 600 opera performances a year, including two opera seasons in Sydney and Melbourne, Opera on Sydney Harbour, musical theatre, opera concerts and a range of other activities. Through its touring arm, the Company reaches out to communities in regional Australia, and delivers an exciting program to school students. Opera performances are broadcast and distributed nationally and internationally.

Opera Australia casts its productions from an ensemble of Australian artists - opera singers, dancers, conductors and repetiteurs, with regular appearances by international guest artists. The Company manages the Opera Australia Orchestra and also works in partnership with Orchestra Victoria. The Company works with leading directors and designers, and employs a large number of highly skilled people in the areas of scenic construction and painting, wardrobe and wig-making, stage production, and management and administration. Overall, the Company plays a vital role in developing and sustaining a specialist skills base in this unique area of the performing arts.

For further information please refer to our website at opera.org.au.

The Major Projects Department

The department is responsible for the development and implementation of large scale projects, such as Handa Opera on Sydney Harbour, Opera on the Beach and Sydney Opera House – The Opera to high artistic, technical and operational standards.

Position Summary

The Head of Wardrobe is to manage the safe and smooth running of the department during the installation, rehearsal and performance periods. This position will be required to lead the team in the dressing of cast, and alterations and maintenance of the costumes.

Reporting Line

Reports to: Production Manager

Direct reports: Wardrobe Staff

Key Accountabilities

Key accountabilities include, but are not limited to the following:

Production

- Supervise, manage and coordinate wardrobe and dressing requirements;
- Supervise all dressers;
- Develop and manage rosters in consultation with the Production Manager
- Bump-in and bump-out all wardrobe elements and associated equipment;
- Manage the creation and amendment of all relevant show plots and the like; and
- Maintain a maintenance log.

Other

- Attend production and staff meetings and implement requests from these meetings as directed;
- Follow all Work Health and Safety policies and guidelines, including but not limited to:
    - Use equipment in the recommended manner and using safety and personal protective equipment as provided;
    - Promote the health and safety of the venue and patrons including reporting hazards, near misses, unsafe work practices and incidents to the Head of Department in the first instance, and if not sufficiently addressed then to the Senior Site and Technical Manager.
    - Adhere to safety solutions provided;
    - Participate and contribute to discussions on safety implementations as they arise; and
- Undertake any other duties as required, which are within the limits of the employee's skill, competence and training.

Common Accountabilities

Opera Australia is committed to the health, safety and wellbeing of its staff. The company and its staff must comply with a range of statutory requirements, including equal opportunity, work health and safety, privacy and trade practice. The Company also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working. Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

All staff must:

- Treat other staff and members of the public with respect;
- Act with integrity and meet the company's high standards of personal and professional conduct;
- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others; and
- Report incidents and hazards to their immediate manager as soon as practicable.

All Managers of staff and facilities must do whatever is reasonably practical to ensure that both the workplace and the work are safe, in consultation with staff affected.

Selection Criteria

The key selection criteria for the role are:

- Experience working as a Head of Wardrobe on professional large-scale indoor and/or outdoor events, festivals or theatre;
- Experience leading and managing a team of wardrobe professionals, ensuring that schedules and safety standards are met;
- Excellent organisation and communication skills, written and verbal;
- Experience working with creative and technical personnel, and performers;
- Ability to work under pressure, using tact, diplomacy and flexibility;
- Knowledge and understanding of safe work practices; and
- A flexible attitude to duties/responsibilities and working hours including weekends and nights.

Other Considerations

Appointment to this position is subject to the position holder having residency status and/or possessing a visa with work rights. Appointment may also be subject to passing a mandatory Working with Children check, where required by law. For some positions, an independent health and fitness check or criminal records check may also be required.

The role involves relocation to rehearsal and project venues as well as regular evening and weekend work.

This position description will be reviewed on a regular basis and changes made to reflect changes in the requirements of the role. Staff will be consulted in the process of review.

Endorsed	**Approved**
Clif Bothwell	Louisa Robertson
Senior Site and Technical Production Manager	Executive Producer
25 May 2017	25 May 2017