**Job Description**

*Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*

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| Job Title: | Head of Costume & Make-up  |
| Job Type: | Head of Section |
| Unit: | Royal Opera House Muscat |
| Department/ Section: | Technical Department / Wardrobe and Makeup section |
| Reports To: | Technical Director |

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| Purpose |
| To ensure that all matters relating to Costumes, Wigs & Makeup for all productions, exhibitions and events hosted or co-produced by the Royal Opera House Muscat are executed to the highest possible standard having due regard for the need to address sensitivities. As such you will be responsible for the direction, management and development of the staff, the workflow and the resources of the Costume, Wigs & Make-up section in achieving the highest quality of presentation combined with the best effectiveness and efficiency of the department. |

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| Key Accountabilities and Activities |
| * You will report to the Technical Director
* To undertake the overall management of staff and other resources, for planning, control of expenditure and scheduling of activities on a week to week basis and in the longer term, ensuring close liaison with your line manager of the Wardrobe, Wigs and Make-up department, ensuring effective team working at all times.
* To maintain close liaison with all other ROHM Technical departments and as required communications with other ROHM Departments and external bodies.
* To collaborate, work in a team and adequately solve problems together with the Costume & Make-up colleagues of the guest companies.
* To ensure the recording and compilation of all appropriate information relating to the running, archiving and revival of all presentations
* To oversee staff procurement, discipline, welfare, development and training.
* To undertake and oversee the use of specific in-house equipment for data reference or storage via computer or any relevant electronic platform based system currently or proposed in the future
* To ensure that the department personnel:
	+ diligently and effectively carries out cleaning and preparation of costumes for long term storage and assist with any get-ins and get-outs
	+ has the necessary knowledge of fabrics, sewing, alteration and refurbishment techniques
	+ provides a service for fitting, dressing, alteration and refurbishment of costumes to the high standards as required by the department and/or visiting Companies having due regard for addressing sensitivities.
	+ has knowledge of techniques, materials, tools and history of costume.
	+ provides creativity, efficiency and flair in interpreting the designer’s brief, with keen eye for detail and visual impact
	+ has the necessary knowledge of wig, hair & make-up techniques, products and its application.
	+ is consistent with the recreation, from a verbal or visual description, of an artist’s performance costume, hair and make-up.
	+ is suitably attired at all times and is wearing appropriate footwear.

**Health and Safety*** Manage all essential Health and Safety training to the required standard, and any other training as required, including but not restricted to:
	+ IOSH – Managing safely
	+ COSHH
	+ Manual handling
	+ Working at height
* Manage, uphold and support all local Health and Safety directives and other relevant legislation
* Ensure that all incidents and/or accidents are reported and proper records are kept.
* Ensure that all activities are suitably risk assessed and as and when required, are properly documented and accessible by the staff and or other ROHM personnel.

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| Responsibilities |
| * To perform at your highest standard. To carry out of your duties with respect for all colleagues and to be honest about and take responsibility for faults or failure.
* Reporting directly to your supervisor for the carrying out your role and duties in a safe and efficient manner and in accordance with the laws and regulations of the Royal Opera House Muscat.
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**Person Specification**

**Essential Knowledge / Skills and Experience**

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| Role Requirements |
| Qualification: | * Have a local or internationally recognised professional qualification in the specific field or similar [such as a BA in Fashion] and at least 5-years proven professional work experience in this specific field, being that of a theatre costume / wigs or/& make-up specialist.

Or:* Have a minimum of 7-years proven professional work experience in this specific field, being that of a theatre costume / wigs or/& make-up specialist.
* Additionally have worked professionally for at least 6-years in a middle management role in this field in a large theatrical /events venue or similar
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| Experience / knowledge: | * Fluency in English, both spoken and written.
* Proven previous experience of Costume Wigs & Make-up management for a theatrical /events venue, touring and their requirements in a receiving or repertoire venue primarily for the staging of productions and events.
* Have an **EXCELLENT & PROVEN** track record in the operation and delivery to the highest possible standard to include but not restricted to:
	+ Performance related stage productions and events
	+ Handling a range of duties as required to manage wigs/costumes through the lifecycle of scheduled performances and rehearsals, working.
	+ The identification, planning and allocation of key tasks for making, cutting, preparation and refurbishment of costumes.
	+ Experience in a theatre costume workroom working with ladies, gentleman’s and children’s costumes is preferred
	+ Pattern cutting, hand and sewing machine techniques, and machine maintenance
	+ Of costume fitting and alteration techniques, sewing, repairing and refurbishment to maintain original appearance
	+ Of cleaning, laundering, ironing and steaming of costumes
	+ Performance related emergency repairs
	+ Dressing of artists and the need for correct appearance of costume and correct allocation of costumes to artists.
	+ Of artists and their needs both in fittings and in the dressing room whilst preparing to perform
* Very good general knowledge of opera and ballet.
* Proven ability to manage a team to meet deadlines whilst having due regard for industry best practice, standards and efficiency
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| People Skills: | * Excellent proven leadership and communication skills.
* A flexible approach and the ability to work with multi-cultural and multi-disciplinary teams, under pressure whilst ensuring delivery of high performance standards is essential.
* Be able to work closely with, support and advise artistic teams
* Be able to give clear direction to staff.
* Team player and self-motivated
* A willingness to embrace new skills.

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| Supplementary Skills: | * Fluency in Arabic, both spoken and written is useful but not essential.
* Preferred who’s speaking several languages.
* Has supervisory experience of at least 7 years.
* A knowledge of working in the middle East is useful but not essential.
* An ability to work under pressure.
* Being current with the improvements and trends of the Theatrical Costume industry.
* A knowledge of the Rules and Regulations pertaining to the Royal Opera House is useful but not essential.
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