

ABBAY THEATRE Amharclann na Mainistreach | Job Description

JOB TITLE: Costume Assistant: Maternity Cover

RESPONSIBLE TO: Head of Costume Department

The Abbey Theatre is Ireland's national theatre and occupies a unique position in the hearts and minds of Irish people. It has two theatres; the Abbey, with a capacity of 492 seats, and the Peacock, with a capacity of 132 seats. We produce a year round programme of productions, public readings, talks, workshops and artistic development work. We produce work at home and on tour, which not only showcases Irish and international theatre but also engages with the artistic and civic life of contemporary Ireland

The Abbey Theatre, Ireland's national theatre, is seeking a Costume Assistant to cover Maternity Leave.

Reporting To:

PURPOSE OF JOB:

Acting as the key administrator for the department you will be responsible for maintaining all departmental budgets, managing the ordering of stock and materials ensuring company policy is being met. You will be working closely with our designers to facilitate the execution of costume designs for our shows. In addition, you will drive a project to enable the Costume and Hire departments to identify the needs of the new programming model and change their work practice to meet these developing requirements.

JOB REQUIREMENTS AND RESPONSIBILITIES:

Duties include but are not limited to:

(Administration & Supervising)

- Inputting all spends into appropriate budgets for the finance and production departments and keeping up to the minute records of all show related and departmental spending.
- Where possible assisting or supervising for Costume Designers, who are working with the Theatre.
- Ordering all stock, equipment and materials for the department in keeping with financial policy and procurement.
- Shopping as the need arises for shows in rehearsal and general department stock.
- Keeping all Costume Designers abreast of their budget.
- Facilitating the timely reconciliation of Credit card reports to the Finance Department in keeping with company policy.
- Liaising with all members of the department to ensure the timely completion of show related work.

Skills / Experience

Proficient in Microsoft Word, Outlook & Excel, Opera & TMS.

- An in-depth knowledge of all Costume processes with a proven understanding of the most up to date working practices.
- Extensive experience working at a senior level in a Retail or Hire environment.
- Excellent IT skills with a sound knowledge of MS Word, MS Excel and Opera.
- Proven ability to work well under pressure with production, technical, creative and communication teams.
- Excellent organisational and interpersonal skills, both written & verbal.
- A third level qualification in costume, fashion or a related discipline is not essential but considered an advantage.

Post: This is a fixed term role with the Abbey Theatre. Standard hours are 39 hours per week Monday to Friday.

Annual Salary: Salary commensurate with skills and experience.

Probationary period: 6 months.

Holidays: 24 days per annum (including Good Friday & Christmas Eve).

Public Holidays: 9 Public holidays per annum.

Pension: The Abbey Theatre provides employees with access to a *Personal Retirement savings Scheme Account* (PRSA) and will match contributions up to 5.5% of salary. Employees must contribute a minimum of 3% to avail of employer contributions. Contributions are made through payroll.

Life Assurance: The Abbey Theatre Group Life Assurance plan provides a benefit to all employees of 4 times annual salary in the event of death while in service.

Health Insurance: Employers are provided with the option to join the Abbey Theatre – VHI Group Scheme. Participant employees receive a 10% discount on any VHI plan and the subscription is deducted through payroll.

APPLICATION PROCESS

Please send a detailed cover letter and an up to date CV to:

HR Generalist, Abbey Theatre, 26 Lower Abbey Street, Dublin 1

**Or alternatively can be sent by email: recruitment@abbeytheatre.ie
(preferred option)**

The closing date for applications is 5pm on Friday 18th May 2018

The Abbey Theatre is an equal opportunities employer