

**Position Title:** Costume Coordinator  
**Department:** Costume Department  
**Reports to:** Head of Costume Workshop  
**Direct Reports:** No  
**Touring:** No  
**Date:** May 2021

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## Summary

The Costume Coordinator is part of a dedicated and talented team of cutters and costumiers who make up the Costume Workshop. As artisans working as part of a team to realise the vision of a designer, the Costume team work in a fast-paced environment, having to meet multiple deadlines in any given year. The Costume Coordinator is responsible for working with the costume designer in realizing the costumes and coordinating the costume production process. This is a non-touring position, although interstate travel may be required.

## Our Company

The Australian Ballet is one of the world's leading national ballet companies and a globally recognised Australian major performing arts organisation. Each year the company presents upwards of 220 performances through its main stage seasons in Melbourne, Sydney, Brisbane, Adelaide and Perth; along with public programs, special events, an extensive regional tour, a Children's Ballet and Education programs and regular overseas tours.

Orchestra Victoria (OV), provides pit services for ballet and opera in Victoria, and is a wholly owned subsidiary of The Australian Ballet. The Australian Ballet and Orchestra Victoria have an annual turnover of more than \$70 million and employ over 265 staff.

## Our Values

**We are exceptional** In our art we strive to inspire, transform and to connect emotionally with our audiences. Beauty, athleticism, technical excellence and strength are hallmarks of our aesthetic.

**We are ambitious** We know where we are going. We believe in our ability to make things happen and to reach for the stars. We're disciplined and don't give up. We do things today.

**We are innovators** Creativity powers our company. We value knowledge, experience, open-mindedness, fresh thinking and passion on and off the stage.

**We are proudly Australian** Our company joyfully reflects the rich diversity of our nation, speaking to all Australians, and about Australia, to the world.

**We are one team** We work as one team towards common goals across the entire organisation, wherever we are and whatever we do. We are friendly, trusting in our relationships, always open to the other point of view, and willing to have courageous conversations.

**We are sustainable** We recognise the importance of diverse and growing income streams, and our dependence on state-of-the-art facilities and systems. We emphasise analysis, critical thinking, and careful planning in all our work.

### **Duties and Responsibilities**

- Consulting with the designer and cutters or referencing the original production documentation to select fabrics required to realise costume designs and refurbish existing costumes
- Assist with Footwear requirement for each production
- Arranging dancer's measurements to be taken if not on file
- Condition reports, pre and post-production
- Costume reference material, photography and fabric sampling is prepared or updated for each production
- Tracking and forecasting of the production costume budget
- Production cleaning, pre and post-production is coordinated
- Attending fittings, when required
- Attending costume runs and rehearsals, reporting back to work team
- Organise task specific suppliers and contractors as required.
- Supporting the touring wardrobe team
- Supporting the wig and makeup team
- Maintaining workshop stock supplies and fabric
- Support Costume Administrative coordinator with extracurricular requests
- Such other services as are customarily provided by the Costume Coordinator in relation to the production of a first-class ballet
- Ensure that all work carried out is undertaken in a safe and professional manner.
- Report regularly to the Head of Costume Workshop
- Ensure that no changes are made to the Production without the prior consent of Head of Costume Workshop
- Ensure that the Production documentation is developed and accurate
- Attend production and staff meetings and implement requests from these meetings as directed

### **Other duties**

- Assisting Head of Costume workshop with costume budget estimates
- Undertaking any other duties as reasonably requested by the Head of costume workshop.

### **Qualifications and experience**

- Extensive experience in costume construction
- Extensive knowledge of textiles
- Ability to remain calm under pressure
- Experience using Excel and Word
- Satisfactory Police Records check

### **Attributes**

To be successful in this role the Costume Coordinator should demonstrate the following skills and personal qualities:

- Flexibility and adaptability
- Appreciation of the artistic temperament of a ballet dancer and their performance needs
- Ability to work autonomously and as part of a team
- Demonstrated ability to prioritise and meet deadlines
- Strong attention to detail