

**Position Title:** *Costume Coordinator - Footwear*  
**Department:** *Costume*  
**Report to:** *Head of Costume Workshop*  
**Direct Reports:** *Not applicable*  
**Touring:** *No*  
**Date:** *April 2021*

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## Summary

The Costume Coordinator - Footwear will be primarily responsible for managing orders, maintenance, and distribution of all dancers' shoes. This includes the main company, Education Team and Regional touring.

This role is part of a team that manages costume requirements for all activities in the company and therefore requires strong organisational, record keeping and communication skills. Based in Melbourne, this role may require limited travel.

## Our Company

The Australian Ballet is one of the world's leading ballet companies and a globally recognised Australian national 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 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 250 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**

### **Footwear**

- Assisting dancers with customisation of pointe shoes, flat shoes and ballet boots. for injury prevention, and optimal comfort and aesthetics
- Arranging meetings/appointments for dancers with external dancewear companies and shoe makers
- Packing shoe crates – ensuring all touring requirements are met
- Providing shellac and jet glue to dancers
- Stock management – ordering, receipting and maintaining shoe stocks
- Arranging and fitting all shoes for productions including ballet boots, jazz shoes, character shoes and children's shoes
- Painting both leather and fabric shoes, as required for productions
- Management of the Shoe app
- Maintaining the Ballet Shoe room and shoe storage at the production centre in good order
- Managing the budget for dancing work equipment expenses (shoes, clothing)
- Reporting on shoe usage

### **General and Other Activities**

- Ordering tights and other dancewear/equipment as required
- Liaising with internal departments eg Philanthropy, Marketing, Corporate Partnerships to fulfil requests for shoes and other equipment
- Collating and updating production information into the collections management database and colour samples for the physical costume archive records
- Assisting with the Head of Costume Workshop in preparing costings for upcoming productions
- Other activity as required by the Head of Costume Workshop

## **Knowledge, skills and abilities**

- Background in dance or performing arts is strongly preferred
- Flexible
- Approachable
- Strong communication skills and the ability to influence
- An understanding of the needs of dancers
- Organised
- Strong time management skills
- High level of discretion and experience dealing with confidential information
- Competent user of Microsoft suite of programmes