



Costume Assistant

Job Description

Responsible to the Head of Costume, this role will provide comprehensive administrative and practical support to the Head of Costume and to work across the full range of National Theatre of Scotland activities.

Main Responsibilities

- To provide administrative and practical support to the Head of Costume
- To support costume teams working at the National Theatre of Scotland
- To manage and maintain the costume store as a tidy and safe working environment, dealing with costume borrows and returns
- To assist in the implementation of the National Theatre of Scotland's Green Plan

Specific Duties

- To assist with generating and maintaining a comprehensive system for tracking and storing costumes within our store
- To manage all costume borrows from the costume store
- To manage all costume returns from shows and organise repairs and laundry of show costume
- To support costume teams in complying with the Theatre Green Book
- To assist in compiling materials inventory for all projects
- To work within allocated budgets
- To manage and account for any petty cash float issued by the Company, documenting and recording any monies spent and keeping valid purchase receipts
- Maintain stores, sewing room and laundry rooms as a safe, clean and tidy working environment
- To assist costume teams working on productions if needed
- Assist in the implementation of National Theatre of Scotland Health and Safety Policy
- Attend production and departmental meetings as required

Organisational Requirements

- Maintain a high standard of customer care
- Use IT applications to service the post's administrative needs
- Work towards the achievement of National Theatre of Scotland's organisational goals
- As the post holder may be the first point of contact for many external organisations and individuals, they are expected to remain up to date with, and be aware of, developments within National Theatre of Scotland and its work
- As the post will require handling, processing and recording of restricted information, confidentiality is required to be maintained at all times
- Be willing and able to attend meetings and other events outwith normal working hours as required and to travel away from home as necessary
- Take part in National Theatre of Scotland organisational projects as required

Person Specification

	Essential	Desirable
Experience of garment making and sewing skills	✓	
Excellent organisational skills	✓	
Proficiency in written and verbal communications		✓
Ability to represent National Theatre of Scotland professionally, competently and to a consistent standard	✓	
Able to multi-task and work calmly under pressure	✓	
Good IT skills		✓
Excellent interpersonal and team working skills, as well as the ability to work independently	✓	
Ability to problem solve and think creatively	✓	
Knowledge of the Theatre Green Book		✓
Knowledge of basic pattern drafting		✓
Identifying as from any of the Company's priority underrepresented groups including people of colour, D/deaf/disabled people, Gaelic speakers, BSL, neurodiverse		✓

Terms and Conditions of Employment

Annual salary:	£12,500.00.
Hours of work:	18 hours per week
Status:	Fixed Term Contract to 31 st March 2026
Holiday entitlement:	34 days per annum (including public holidays) pro-rata for part time staff
Probationary period:	3 months
Notice period:	1 month
Pension:	The Company makes an 8% contribution into the Company's group personal pension plan on condition that the employee makes a minimum contribution of 4%
Place of Work:	Based in National Theatre of Scotland's base, Rockvilla, in Glasgow but will be expected to attend events, performances and briefings wherever there is or expected to be a Company presence
Additional Hours:	Attendance at National Theatre of Scotland performances, rehearsals and meetings outwith office hours