

Lecturer A – Costume, Wardrobe and Props Supervisor

ROLE OVERVIEW

Job Title: Lecturer A – Costume, Wardrobe and Props Supervisor

Grade: Lecturer A

Contact Hours: 22 hours per week (0.6FTE)

Contract: Fixed Term

Faculty: Media & Performing Arts

Responsible to: Head of Faculty

KEY ROLE OBJECTIVES

To provide an outstanding learner experience by supporting teaching, training, and practical learning in costume, wardrobe, and property management. This role involves preparing, maintaining, and supervising costume and props activities to enhance students' understanding of creative production processes.

MAIN RESPONSIBILITIES:

TEACHING, LEARNING AND ASSESSMENT

- Deliver teaching and support for students in costume-related and props-making practical and theoretical activities, including creative workshops and performance preparation.

- Support schemes of work, skills development, and resources for costume, wardrobe, and props-making sessions.
- Provide ongoing feedback to learners, supporting their development in backstage, costume, and props-making/resourcing skills.
- Deliver inductions on costume care, props construction, and maintenance processes, ensuring alignment with industry standards.
- Contribute to maintaining an efficient and professional learning environment, preparing students for assessments, performances and productions.

COSTUME AND WARDROBE COORDINATION

- Collaborate with lecturers and creative teams to prepare costumes for productions, including sourcing, construction, and fitting.
- Oversee the maintenance, cleaning, and repair of costumes throughout the academic year.
- Manage costume inventory, ensuring proper storage, labelling, and availability for student projects.
- Supervise costume loans and returns, maintaining accurate records of all wardrobe items.
- Support costume quick changes and oversee backstage costume requirements during performances.

PROPS MAKING AND MANAGEMENT

- Work with creative teams to design and construct props for student productions, ensuring they meet artistic and practical requirements.

- Train students in prop-making techniques and use of various materials.
- Maintain an inventory of props, ensuring items are stored properly, catalogued, and easily accessible.
- Oversee the sourcing and repurposing of materials for props-making, including sustainable practices where possible.
- Support the safe use of tools and materials in props-making, ensuring learners follow health and safety guidelines.
- Repair and maintain props during the production process, ensuring their functionality and visual quality.

HEALTH AND SAFETY

- Ensure all costume, wardrobe, and props-making spaces comply with health and safety regulations, including conducting risk assessments.
- Provide training for staff and students on safe working practices related to costumes, wardrobe, and props-making.
- Maintain a tidy and safe working environment, ensuring proper handling of materials, tools, and equipment.

MANDATORY DUTIES

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college.
2. Commitment to equal opportunities.
3. Commitment to British Values and the Prevent Agenda.

ADDITIONAL DUTIES

- Promote a teaching, learning, and working environment free from discrimination, encouraging the expression of individuality among learners.
- Safeguard and promote the welfare of learners in line with college policies.
- Participate in professional development activities and stay updated with industry trends in costume, wardrobe, and props-making.
- Undertake other duties as required by the College to support the delivery of the curriculum and enrichment activities.

Reviewed: May 2025

Person Specification

Lecturer A – Costume, Wardrobe and Props Supervisor

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Experience in costume and wardrobe management and/or props-making within an educational or professional setting. **(A/I)**

Desirable Criteria

- Experience working within the creative industries or creative education. **(A/I)**

Skills and Abilities

Essential Criteria:

- Ability to deliver practical sessions and supervise tasks confidently in both costume and props-making areas. **(A/I)**
- Excellent organizational, communication, and administrative skills. **(A/I)**
- Knowledge of industry standards and best practices in costume care, wardrobe processes, and props-making techniques. **(A/I)**

Qualifications

Desirable Criteria

- Teaching qualification (Cert Ed/PGCE) or willingness to work towards one. **(A/I)**
- Health and Safety qualifications or experience conducting risk assessments. **(A/I)**

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College **(I)**
- Commitment to equal opportunities **(I)**
- Commitment to British Values and the Prevent Agenda **(I)**

Reviewed: May 2025

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.