**JOB Description**

Design Assistant

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| **DEPARTMENT:** | **Drama and Theatre** |
| **REPORTS TO:** | **Theatre Designer** |
| **RESPONSIBLE FOR:** |  |
| **WORKING PATTERN:** | **20 hours per week, term time only, with requirements to work flexibly including evenings during production weeks and occasional weekends. The distribution of hours will be agreed on a weekly basis with the Theatre Designer and Production Manager** |
| **Date of Issue:** | **June 2019** |

# BackGround

Harrow School is one of the world’s most famous public schools. Founded in 1572 by John Lyon under a Royal Charter granted by Queen Elizabeth I, it is located on a 300-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18 board at the School, and there are about 120 academic staff and over 500 support staff.

Harrow’s Drama and Theatre department stages around twelve fully produced productions each year, encompassing a wide variety of styles including musicals, Shakespeare and the classics, as well as contemporary writing. At least six of the twelve boarding Houses stage individual or joint productions each year. Pupils are also encouraged to mount their own work at events such as the School’s annual Fringe Festival. This is an exciting time for the department, and there is an appetite for creative, ambitious work. In March 2019, the department staged its production of *Twelfth Night* at Shakespeare’s Globe, in an event celebrating the historic relationship between the two institutions.

All boys in their first year at the School follow an introductory taught course in Drama. Boys can opt to study GCSE Drama and then A-level Theatre Studies in subsequent years. Every boy also performs a short performance in their first term at the School as part of the Shell Drama Festival.

The department runs a developed programme of partnership and outreach work. In Spring 2019, a group of boys from across the year groups devised and toured a performance aimed at key stage one audiences to a series of local primary schools. Funds raised from ticket sales to the recent gala at Shakespeare’s Globe will establish the Jeremy Lemmon Project, where pupils from Harrow and its local partner schools will work together with mentoring from the Globe’s actors, and with access to its stage.

The School’s Ryan Theatre is equipped to industry standards and seats over 300 at stalls and balcony level. The department has five technical and creative staff, in addition to Drama teachers, who mentor boys in the production, design and technical aspects of theatre making. Boys stage manage and crew all shows.

The department runs regular theatre trips to London, and hosts workshops and lectures from theatre professionals and academics. The School offers Drama Scholarships to pupils demonstrating outstanding commitment and potential as performers, practitioners or technicians. The thriving theatre scene at Harrow has inspired a large number of pupils to go on and work in the theatre industry as actors, writers, producers, designers and directors.

We encourage you to find out more about the most recent productions, the eminent dramatists whose talents were nurtured as boys at Harrow, and to browse a gallery of images at the Drama Department’s page of the School website. It can be found at www.harrowschool.org.uk/Drama

**The Role**

The Design Assistant will work closely with the Theatre Designer to ensure that the Ryan Theatre Wardrobe is well stocked, organised and maintained. On an individual production basis, the postholder will act as a Wardrobe Supervisor, undertaking measurements, fittings, alterations and repairs, according to design requirements, and working backstage during technical and dress rehearsals, and during performances. The post-holder will also assist with other design-related tasks, such as basic scenic painting. We are looking for a proactive, skilled practitioner with a specialism in costumes, able to work flexibly across a range of tasks, within a fast-paced environment in which a high level of creative work is aspired to.

The current departmental staff structure is set out below.

# Key Responsibilities and Duties

This job description reflects the core activities of the role and is subject to change as the department and the post holder develop. The School expects that the post holder will recognise this and will adopt a flexible approach to work. In addition, the post holder will be expected to undertake other duties within the scope of the role that the Director of Drama may require.

**For each production**

* Compile measurement lists of cast and crew members for all productions;
* Assist with sourcing, buying and making of costumes according to production designs;
* Assist with costume fittings;
* Undertake costume alterations as required for the productions;
* Set up dressing rooms for all productions, including the hair/make-up room;
* Be present at dress rehearsals and performances: undertaking hair and make-up duties as required, assisting in quick changes, making notes of any repairs or issues, and ensuring dressing rooms are tidy and empty at the end of the night;
* Undertake laundry and repair calls during performance weeks;
* Assist with costume get outs and organising costume returns.

**On an ongoing basis**

* Manage and maintain the wardrobe, introducing new stock as required and keeping current systems operational;
* Organise and replenish make-up and hair supplies production to production;
* Assist in the implementation of a running wardrobe repairs system;
* Work towards a complete inventory of wardrobe stock, and organised storage system;
* Mentor pupils working on costume, hair and make-up for productions;
* Take responsibility for keeping the wardrobe clear and tidy;
* Assist with other design-related tasks, such as basic scenic painting or the creation of costume plots.
* Attend school and departmental meetings;
* Undertake other tasks as reasonably requested by the Theatre Designer, Production Manager or Director of Drama.

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Safeguarding and Child Protection policies and procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the School’s safeguarding lead.

This position is subject to an **enhanced** Check with the Disclosure and Barring Service in the event of a successful application. Copies of the School’s Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR Department.

# Person Specification – DESIGN ASSISTANT

All staff are expected to conduct themselves in line with the School’s values, which are **Courage, Honour, Humility** and **Fellowship.** Post holders/candidates will be expected to demonstrate the following:

## Qualifications, Education and Training

### Essential

* A good standard of education
* A qualification in an aspect of theatre production, or significant professional experience
* Excellent knowledge of and interest in the arts

### Desirable

* Experience of working with young performers, practitioners and technicians

## Knowledge and Experience

### Essential

* Experience in working as a wardrobe supervisor or assistant on high-quality theatre productions

### Desirable

* Good basic computer skills
* Understanding of and interest in theatre design processes
* Experience of scenic art
* Experience of hair and make-up work

## Skills and Abilities

### Essential

* Ability to alter and repair costume, including good sewing skills
* Ability to create and maintain a tidy and well organised environment
* Ability to relate young performers, practitioners and technicians
* Excellent, adaptable communication skills to liaise with the team, boys, teachers and support staff

### Desirable

* Costume making skills
* Make-up and hair styling skills
* Scenic painting skills

## Personal Attributes

* A warm, friendly team player
* Enthusiastic and pro-active, always looking to innovate and improve
* Flexible and hands-on, with a willingness to support team members at busy times
* An enthusiasm to get involved wherever required
* An approachable and authoratitive style when dealing with boys working on productions

## Other Requirements

* A flexible approach with the ability to work weekends and evenings.