



CALL FOR SERVICE

WARDROBE SUPERVISOR

WITH TEATRU MALTA C/O ARTS COUNCIL MALTA



teatrumalta.org.mt



Teatru Malta is Malta's national theatre company.

We are seeking to engage an experienced and enthusiastic service provider to serve as **Wardrobe Supervisor** for an average of 30 hours a week, to support the development and delivery of the Teatru Malta artistic programme by leading and maintaining the entire wardrobe of the company, and managing the schedules and hiring of others as required, per production.

The **Wardrobe Supervisor** reports to the Head of Productions.

Basis

Contract for service for a maximum of 30 hours a week.

Fee

€10/hour + VAT capped at €15,600 + VAT in a year

Duration

1 year

Nomenclatures denoting the male gender include also the female and nonbinary genders.

Duties and responsibilities

The duties include but are not limited to:

- Manage and maintain the collection of costumes and accessories within Teatru Malta's wardrobe by documenting new items added to the wardrobe as well as changes to current collection of items, mending costumes, supervising the renting of items, and overseeing the lending of costumes to Teatru Malta productions;
- Curate and label costumes and accessories in Teatru Malta's wardrobe regularly;
- Identify and procure costumes and accessories that would add value to the Teatru Malta wardrobe, particularly in view of Teatru Malta's artistic programme;
- Work and liaise with the costume designers and directors of multiple productions to procure the necessary costumes within Teatru Malta's wardrobe for the desired aesthetics of the productions;
- Research and implement storage and cleaning solutions for the wardrobe, based on fabrics, materials of the costumes and props;
- Make any alterations and fix any damages to costumes and/or accessories during the rehearsal and performance period of each Teatru Malta production;
- Maintain and manage a Wardrobe Catalogue in the required formats provided by Teatru Malta, taking note of what is rented and the cost and timeframes of rent, and for the rented items to be reflected in all version of the costume database, all in liaison with the production department;
- Manage any related expenses to the upkeep of the wardrobe as well as the rental process of costumes and accessories and clean rented costumes in a timely manner, liaising with the administration and finance department as necessary;
- Liaise with the production department on matters relating to the wardrobe maintenance and rental of costumes and accessories;
- Liaise with administration department on matters relating to procurement of materials needed for the maintenance and finance matters relating to the upkeep of the wardrobe;
- Be available for meetings including on-site meetings, as and when requested by Teatru Malta.

Skills and competencies

Applicants must, by the closing date of submission of the application, be in possession of:

- Minimum Diploma qualification at MQF Level 5 related to fashion, arts, archiving, fashion history, costume design, theatre, or relevant areas. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Original certificates and/or testimonials are to be invariably produced for verification at the interview
and/or
a minimum of 2 years' relevant work experience (particularly in relation to sewing, costume-making and wardrobe-maintenance in the cultural and creative sectors);
- Proven track record of delivering according to deadlines;
- Extensive knowledge and interest in Malta's cultural and creative sectors;
- Ability to establish and maintain positive relationships with a variety of collaborators and stakeholders;
- Proficiency in English and Maltese, with excellent oral and written communication skills;

- Excellent interpersonal skills;
- Enthusiasm and motivation to deliver Teatru Malta's vision;
- Capable of working both independently and within a team, with an attention to detail.

↓ **Laringa Mekkanika (2019)**
Photo by Elisa Von Brockdorff



Abnormal service conditions

- Ability to work under pressure;
- Flexible to work on weekends and evenings, based on mutual agreement with the Head of Productions.

Applications

Applications, supported by the necessary documentation, which should include a detailed C.V. are to reach contact@teatrumalta.org.mt by no later than **Monday 13th February 2023**, noon.

Applicants must have a valid VAT registration number. The selected service provider will be responsible for all the relevant taxation and social security contributions as requested by national legislation.

↓ **Ma Kuraġġ u Wliedha (2022)**
Photo by *Elisa Von Brockdorff*

