

OPERA COSTUME MANAGER (Maternity Cover)

Vocal & Opera Faculty

Grade 7, Full time, Fixed Term to September 2026

Job reference number: 304-25



Applicant Information Pack

Closing date

9am Friday 18 July 2025

Interview date

W/C 28th July 2025

Late or incomplete applications will not be submitted to the Shortlisting Panel

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Job Description

Job title	Opera Costume Manager
Department	Vocal and Opera Faculty
Grade	7
Hours of work	Full Time (1FTE)
Contract type	Permanent
Responsible to	Director of Opera
Responsible for	Freelance costume and make up professionals
Liaises with	Internal Director of Opera, Head of Vocal and Opera Faculty, Production Manager and Manager of Opera and Vocal External Costume Supervisors, Dressers, Wig and Make Up Artists.
Job overview	<p>Management of the Vocal and Opera (V and O) Faculty costume department, ensuring that all costume requirements are met.</p> <ul style="list-style-type: none">• Acting as Costume Supervisor on all V and O Opera productions.• Managing external Supervisors of Opera Scenes and Projects when required.• Ensuring productions are realised to the highest professional standards expected by the College within the resources available.• Engaging and overseeing the work of teams of contractors in addition to any potential work-experience students.• Managing Production Budgets for costume design, wardrobe, wigs and make up.• Managing the V and O Costume Store• Managing the Servicing of all costume and wardrobe equipment, ensuring all relevant materials are well stocked.• Communicating up to date knowledge of current Health and Safety legislation including risk assessments and COSHH to relevant members of staff.

Key Responsibilities

These include:

Opera Productions:

- Managing and maintaining 3 full scale, double-cast operas each academic year including running wardrobe.
- Facilitating the designs of the creative teams.
- Management of the costume budget in close liaison with the Production Manager and Technical Director.
- Engaging freelance makers in the creation of bespoke costumes and cos-props
- Engagement and management of hair and make-up professionals.
- Hire and purchase of production costumes and related accessories for productions when not available from the College store.

- Arranging and running costume fittings including alterations in discussion with the V and O Administration and Design teams.
- Attending all relevant production meetings
- Overseeing all technical and dress rehearsal periods.
- Management of relevant dressers, discussing quick changes and liaising with hair and make-up.
- Postproduction ensuring all hired costumes are returned promptly and in good condition. Arranging dry cleaning and returns of borrowed and in-house costumes, reconciliation of production finances.

Costumed Scenes:

- Liaising with scenes directors creatively utilising the existing resources of the costume store whether directly involved or in a supervisory capacity.
- Managing/supervising up to 6 sets of scenes in the course of the Spring and Summer terms including Running Wardrobe.
- Arranging, running, supervising costume fittings.

Vocal and Opera Projects

- Managing/supervising alternating song and contemporary opera projects

General

- Informing students of relevant costume and wardrobe etiquette
- Maintaining accurate and up-to-date photographs and measurements of V and O students involved in opera scenes and productions

Special Factors

- The nature of this role means that evening and weekend work may be required
- There might be an element of manual handling – training will be provided

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
Qualifications	Relevant Costume supervising/making/designing qualification and Industry experience	Essential	AF, INT
Experience, Skills & Knowledge	Extensive knowledge of period costume, cut and construction	Essential	AAFJNNIT
	Understanding of dyeing and fabric printing, conservation and breaking down of costumes	Essential	AF, INT
	Comprehensive knowledge of costume hire companies, suppliers, colleges, costume makers, fabrics, wigs, hair and make-up artists.	Essential	AAFJNNIT

	Experience and knowledge of the theatrical production process	Essential	AF, INT
	Managing budgets	Essential	AAAFJINT
	Good awareness of current Health and Safety protocols	Essential	AF, INT
	Relevant IT skills	Essential	AAAFJINT
	Positive working relationships with professional opera, theatre and film companies	Desirable	AF, INT
Personal Attributes	Excellent management of professional teams on and off site with good communication skills	Essential	AF, INT
	An appreciation and knowledge of classical music and opera	Desirable	AF, INT
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.	Essential	AF, INT

AF = Application Form INT = Interview

The duties and responsibilities assigned to the post may be amended by the Director of Opera within the scope and level of the post.

Terms & Conditions

Availability	The post is available from August 2025 and the postholder should ideally be available to start as early as possible.													
Contract type	Fixed term till September 2026													
Hours of work	<p>This role is offered on a full time (1FTE) basis.</p> <p>Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one hour lunch break), Monday to Friday.</p>													
Salary	<p>RCM Pay Scale Grade 7, incremental points 26 – 30:</p> <table><tr><td>Spine points</td><td>Full-time salary*</td></tr><tr><td>26</td><td>£38,454</td></tr><tr><td>27</td><td>£39,465</td></tr><tr><td>28</td><td>£40,511</td></tr><tr><td>29</td><td>£41,586</td></tr><tr><td>30</td><td>£42,694</td></tr></table> <p>*inclusive of London Weighting allowance</p> <p>Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.</p> <p>Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.</p>		Spine points	Full-time salary*	26	£38,454	27	£39,465	28	£40,511	29	£41,586	30	£42,694
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Visas/ Right to Work in the UK	<p>If you have time limited permission to work in the UK you must provide full details on your Application for Employment form.</p> <p>If you do not have permission to work in the UK but would be eligible to apply for a Visa you must state the applicable route on your Application for Employment form. We suggest you use the online tool provided by the government to explore your eligibility and options relating to Visas. Visa Checking Tool</p> <p>Some applicants including prospective professors, may wish to explore the Global Talent Visa route. Further information about endorsement for this visa can be found on the Arts Council website.</p> <p>This is not a role for which the RCM will act as a sponsor for the Skilled Worker route.</p>
Immigration Advisors	<p>The HR department cannot act as immigration advisors however if you are an international student studying in the UK you can seek guidance from the UK Council for International Student Affairs (UKCISA). Alternatively the Office of the Immigration Services Commissioner (OISC) which regulates immigration advisers maintains a list of approved Immigration Advisors.</p>
DBS check	Not applicable for this post.
Probation	The post has a six month probationary period.
Notice period	The appointment will be subject to termination by not less than one months' notice. Notice during probation will be seven days' notice by either party.
Pension	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: www.uss.co.uk . Arrangements exist for members to make additional voluntary contributions (AVCs).
Annual leave	Full time staff are entitled to 210 hours of holiday per annum, plus public holidays.

How to Apply

Closing date	<p>9am Friday 18 July 2025</p> <p>Applications received after the stated closing date will not be considered.</p>
Interview date	<p>W/C 28 July 2025 (The interviews will take place on one date out of the 30th, 31st July or 1st August)</p> <p>Shortlisted candidates will be notified in due course.</p> <p>We communicate interview dates in advance to ensure candidates have adequate notice to make arrangements. Regrettably we are unlikely to be able to accommodate alternative interview dates.</p>
To apply	<p>To apply, please submit the following documents available on the RCM jobs page</p> <ul style="list-style-type: none"> • Application Form • Equal Opportunities Form <p>The above documents should be sent to recruitment@rcm.ac.uk by the stated closing date.</p>

We encourage applications by email however if you wish to post your application you must ensure this reaches us by the closing date.

Late Application Forms, incomplete Application Forms, Application Forms submitted in a format other than Word or PDF and CVs without an Application Form will not be accepted.

Alternative formats If you need to receive our recruitment documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

Interview process Interviews will take the form of a panel interview, normally comprised of three staff members however more senior positions may have larger panels. Details of the interview panel will ordinarily be included in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

As part of the interview format you may be invited to take a brief tour of our facilities, details will be included in your interview invitation and we will be happy to accommodate accessibility requirements.

A test or presentation may form part of the interview process and details will be provided in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

Staff Benefits

Travel Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.

We also offer a tax-free bicycle loan under a similar repayment scheme.

Events There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.

Eye tests & hearing tests The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.

Employee Assistance Programme All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.

Professional Development The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

About Us

The College	<p>Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and animateurs. The RCM was ranked as the global top institution for both Music and Performing Arts in the 2025 QS World University Rankings by Subject. The College has held this world-leading place in Performing Arts for four successive years, while Music is a new subject introduced to the rankings in 2024.</p>
Staff	<p>The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.</p>
Location	<p>The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.</p>
Faculty	<p>Considered globally as a leading centre for vocal excellence, RCM Vocal and Opera enjoys outstanding success in all areas of vocal performance. Offering comprehensive training in all skills necessary to become a professional soloist, RCM Vocal and Opera initiates creative vocal projects and runs a regular programme of international masterclasses and seminars. Faculty professors and coaches are recognised internationally as providing the highest levels of technical and artistic expertise. Students are allocated external professional solo opportunities in all London and national venues. RCM singers are currently enjoying outstanding success, many making significant debuts in the principal concert venues and opera houses throughout the world.</p> <p>The RCM International Opera Studio lies within RCM Vocal and Opera and is considered to be one of the world's leading training centres for opera. The Studio offers operatic training at the highest level for performers from across the globe, and many of the world's leading singers have passed through its doors. Among the many performances on offer are three fully-staged operatic productions a year which are attended by international press, intendants and artist managers. Many of the students move straight into young artist schemes at the world's leading opera houses, or directly into fully-fledged careers.</p>

The Royal College of Music is an Equal Opportunities employer.

Micheal Rosewell
 Director of Opera
 July 2025

