



## **Joburg Ballet – Wardrobe Master/Mistress**

Joburg Ballet is a full-time professional ballet company based at Joburg Theatre where it presents performance seasons throughout the year in addition to touring in SA and internationally.

Joburg Ballet is seeking a Wardrobe Master/Mistress where he/she/they will hold the following responsibilities.

### **1. Costume Management**

- **Costume Creation/ Manufacturing:** Experience in creating costumes for movement and dance.
- **Costume Acquisition:** Research and source costumes that fit the production's time-period and the director's vision.
- **Costume Maintenance:** Ensure all costumes are well-maintained, repaired, and clean.
- **Experience in restoring and creating all variations of classical ballet tutus, tunics, etc.**
- **Costume Supervision:** Supervise quick changes backstage and assist and teach dressers how to help performers change into different costumes.
- **Communicating with the costume designer and supervisors about costume changes or alterations.**
- **Work together with dressers to prepare the dressing rooms, ensuring proper placement of costume pieces prior to productions/shows.**
- **Ensure timely delivery of all costume elements.**
- **Co-ordinate costume fittings with the Ballet Mistress to ensure comfortable and proper fit of costumes.**
- **Conduct regular inspection of costumes to manage damage or wear-and-tear.**
- **Ensure all wardrobe practices align with Health and Safety regulations.**
- **Keep and maintain detailed records of costume inventory, including measurements, alterations as well as alterations made during productions.**

### **2. Administration**

- **Develop and manage the Wardrobe Department budget, including tracking expenses and ordering supplies.**
- **Manage the Timesheets of Dressers and submit these to the Financial Accountant.**

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JOBURG THEATRE COMPLEX, HOOFD STREET, BRAAMFONTEIN / PO BOX 291990, MELVILLE 2109, SOUTH AFRICA  
TEL +27 (0)11 877 6898, FAX +27 (0)11 877 6864; E-MAIL [info@joburgballet.com](mailto:info@joburgballet.com); WEBSITE [www.joburgballet.com](http://www.joburgballet.com)

INCORPORATED UNDER S21: 2001/016254/08 NPO 016-403

NPO DIRECTORS: MS. MELANIE DE NYSSCHEN (CHAIR), MR. ELROY FILLIS-BELL (CEO), MS. LULU LETLAPE,  
MR. NKOPANE MAPHIRI, ADV. JEAN MEIRING, MS. LUFUNO MUTHUBI, MR. MAVUSO SHABALALA

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HONORARY LIFE PATRON: MRS. ANNIE HANCOCK

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- Ensure proper labelling, hanging, storage and presets of all costume pieces.
- Provide a complete and accurate inventory that ensures all pieces are returned.

### 3. General

- Attend rehearsals and fittings as and when required.
- Organise and work alongside wardrobe crew during dress rehearsals.
- Attend production meetings and stay updated with Stage Manager reports during productions.
- Responsible for maintaining wardrobe machinery as required and to undertake training in and safe operation of such machinery.
- Report on progress of costumes prior to productions.

### 4. The Wardrobe Master/Mistress should have the following skills and attributes;

- Strong knowledge of costume design principles and techniques.
- Proficiency in sewing, pattern-making and garment construction.
- Proficient knowledge in shoe dyeing
- Experience in managing a team, assigning tasks and providing guidance.
- Ability to manage multiple projects and deadlines effectively.
- Meticulous attention to detail in costume creation, fittings and maintenance.
- Ability to identify and address potential costume issues before they become problems.
- Excellent communication skills to work effectively with directors, designers, dressers and performers.
- Resourcefulness in finding creative solutions to costume issues.
- Strong organisational skills.
- Ability to maintain patience and calmness under pressure.
- Drivers' Licence is preferred
- Experience as Wardrobe Master/Mistress at a similar professional level.

Please submit applications to: [recruitment@joburgballet.com](mailto:recruitment@joburgballet.com)

Closing date for applications: Wednesday, 30 April 2025

Enquiries [kabelo@joburgballet.com](mailto:kabelo@joburgballet.com)

Joburg Ballet is an equal opportunities employer and please note that only suitably qualified applicants will be contacted.

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