

# VICTORIAN OPERA

## COSTUME MANAGER

**Title:** Costume Manager

**Reports to:** Chief Executive Officer, Head of Production

**Department:** Production

**Employment Type:** Full-time, on-site with some WFH flexibility

**Location:** Victorian Opera, Melbourne

### About Us

Victorian Opera is Victoria's state opera company. We honour the centuries-old history of opera's boundless creativity while captivating audiences with relevant, creative and accessible work.

We create productions that inspire, challenge and stir the soul. Since our inception in 2005, our annual commission program has seen 40 new Australian works written, produced and performed.

In 2026, our 21st anniversary, we are delivering more productions and concerts that showcase and promote Australia's vibrant performing arts scene. We employ hundreds of singers, instrumentalists, theatre-makers and technicians to bring our creative vision to life, and engage audiences with this glorious art form.

A key focus of our organisation is to uncover and develop the talent of emerging artists, both on-stage and behind-the-scenes. From singers to prop makers to costumiers and everyone in between, artists work on productions with Victorian Opera to enrich their career. We delight in the hunger of these practitioners to learn and, ultimately, give back to the future of opera and music theatre.

### About the role

Victorian Opera is seeking an experienced Costume Manager, with a costume making qualification, to join the Company in a full-time position.

The Costume Manager is responsible for the manufacturing and/or assembly of costumes and accessories for Victorian Opera's productions.

Working closely with respective creative teams, the Costume Manager will oversee the creation of required costumes and accessories delivered on time and on budget through the following:

- Ensuring costumes and accessories are delivered on time and within budget unless otherwise authorised in consultation with the Chief Executive Officer and Head of Production.
- Managing budgets for the labour and materials in conjunction with the Chief Executive Officer and Head of Production.
- Engage appropriate wig and costume makers and assistants for costume builds as well as dressers and wig and make-up technicians for performances.
- Supervision and oversight of costume staff from cutters, machinists and dressers.

Horti Hall, 31 Victoria St, Naarm / Melbourne, VIC 3000, Australia | PO Box 524, Carlton South, VIC 3053 | Telephone +61 3 9001 6400

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Patron-in-Chief, Her Excellency Professor  
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- Purchase of all materials required for the build of the production or purchase all “off the rack” costumes for the production in consultation of the Costume Designer.
- Drafting Basic Blocks, Toiles, and preliminary designs under supervision from the Costume Designer.
- Altering of basic block patterns from fittings and interpreting alterations.
- Operation of industrial sewing machines and other necessary equipment.
- Liaise with Stage Management and Company Management to schedule fittings.
- Read daily reports and respond where necessary.
- Attend weekly Production Meetings.
- Completion of a full physical and digital archival Costume Bible for the production, including dressing plots.
- Liaise with Head of Production on pick-up and delivery times for costume transport to and from theatre venues.
- Pack and prepare costumes for transport to and from performance venues.
- Attend technical rehearsals and production meetings at theatre venues.
- Schedule cleaning and dry cleaning of costumes post-performance and complete packing away for storage.
- Manage and ensure the safety of all employees and contractors working in the Costumes team.
- Organise the maintenance of workroom equipment including steamers, irons, sewing machines and other tools.
- Monitor core wardrobe department budget and ordering of essential equipment and tools for department.

## Key Attributes

- Experience managing a casual pool of staff.
- Strong self-management skills.
- Strong attention to detail.
- Strong communication and presentation skills.

If you wish to apply, please email your resume and cover letter outlining your suitability for the role to [recruitment@victorianopera.com.au](mailto:recruitment@victorianopera.com.au) by Friday 20 March 2026, 5:00pm.

All recruitment and promotion of employees at Victorian Opera will be based on merit regardless of sex, race, marital status, sexual preference or religion. We aim to recruit a diverse range of people with a diverse range of talents to achieve our goals.

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