



JOB DESCRIPTION

Position:	Costume Craft Project Lead
Reports to:	Future Textiles Curriculum Manager
Salary:	£35,000 per annum
Location:	Dumfries House, Scotland

The King's Foundation

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

The Role:

The King's Foundation is seeking an experienced and highly skilled Costume Craft Programme Lead to support the delivery of the Costume Craft Programme — a fully funded, postgraduate-level opportunity developed in partnership with Amazon MGM Studios. Based at the Dumfries House Estate in East Ayrshire, this immersive programme equips students with technical and creative skills, alongside sustainability-led approaches, for careers in the screen and stage costume industry.

The post holder will take a strategic and operational role in the development and delivery of an industry-led, studio-based curriculum. They will lead on teaching costume construction techniques in response to professional briefs, including work on both individual costumes and crowd scenes. Working alongside a small team of staff and visiting tutors, the Costume Craft Programme Lead will ensure that the programme delivers exceptional technical training, fosters creativity, and embeds sustainability throughout.

They will support learners from diverse backgrounds to develop professional-level technical ability, creative confidence, and industry awareness, ensuring the programme reflects best practice in the screen and stage costume sector. They will also contribute to strategic planning, curriculum development, and industry engagement to ensure the programme remains relevant, innovative, and impactful.

Key Tasks

Specific Duties will include:

- Deliver high-quality technical tuition in specialist costume disciplines, including period and contemporary pattern cutting, tailored garment construction, professional sewing techniques, costume fitting and alterations, and finishing methods for screen, stage, and live performance.
- Support students in developing confidence with industrial equipment and small-batch production methods, ensuring precision and professional standards across all work.
- Embed broader learning themes such as sustainable costume practices, working with natural fibres, and preserving craft heritage through traditional construction and embellishment techniques, delivered through tutorials, critiques, and peer-led reviews that promote collaborative and reflective learning.
- Guide and mentor students during self-directed sessions, helping them develop time management, self-evaluation, and the ability to meet programme expectations, while assisting in preparations for guest tutor visits, film/TV project briefs, and final project outcomes.

Key Responsibilities - Programme Delivery

- Contribute to the planning, delivery, and coordination of timetabled workshops and studio activities.
- Ensure all workshop activity aligns with the ethos of The King's Foundation and the programme's values of sustainability, craftsmanship, and excellence.
- Collaborate with the project manager and curriculum team to support the development of new content and delivery strategies.
- Manage the timetabling of workshops, resources and mentor sessions with industry professionals.
- Maintain a safe and inspiring learning environment and ensure all necessary materials, tools, and resources are well managed.



Person Specification

The essential skills, knowledge and experience required are:

- Degree-level qualification in Costume, Textiles, Theatre Design, or a related subject, **or** equivalent, up-to-date industry experience in film, TV, theatre, or live events.
- Strong knowledge of the education and training landscape, including, further/higher education, and alternative pathways into costume careers.
- Proven project management skills, with experience overseeing multiple creative projects, delivering educational or apprenticeship programmes, and managing staff or freelance teams.
- In-depth understanding of sustainability principles and their application within the costume sector.
- Established professional network within the costume, film/TV, and theatre industries.
- Understanding of and support for the ethos and principles underlying The King's Foundation and Harmony Education.
- Ability to perform under pressure, adapt to shifting priorities, and consistently deliver high-quality outcomes.
- Willingness to travel frequently within the UK, if required.
- Confident, innovative leader with excellent organisational skills and the ability to work independently.

Other:

- The post will be based at Dumfries House, Cumnock, KA18 2NJ with the requirement to travel on occasion.
- Your working hours will be 37.5 hours per week (which will include evening and weekend working as required to meet the needs of the centre).
- You must have the legal right to work in the UK.
- This post is considered to be a regulated activity therefore any offer will be subject to a satisfactory disclosure check with the Disclosure Scotland.

Applications: Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - hr.recruitment@kings-foundation.org and request an application form.

Closing date for applications: Monday 22nd September 2025 at 5pm.

We aim to conduct interviews in person at Dumfries House on Tuesday 7th October 2025.