

The Costume Society

Patterns of Fashion/Patterns for Performance Awards Co-Coordinator

Role Description

The Costume Society has an opportunity to join its Grants and Awards team to support its growing grants and awards programme. There are four Coordinators working alongside the Vice-Chair Grants and Awards. Between them, they manage the following grants and awards:

- Museum Work Experience Grant
- Yarwood Grant
- Patterns for Performance Award
- Patterns of Fashion Award
- Daphne Bullard Grant
- Elizabeth Hammond Grant.

For more details please see our website <https://costumesociety.org.uk/awards>

We are seeking a well-organised person to join our current Patterns Co-Coordinator, to co-manage and run the annual Patterns of Fashion and Patterns for Performance Awards.

We seek someone keen to work with a wide range of academics and professionals in the fields of historic and contemporary fashion and costume-making, specifically within higher education institutions, museums and archives with collections of textiles and fashion and those working in the performing arts.

A background in costume-making is essential; part of the role is co-selecting the short list of finalists for each of our Patterns awards.

Good communication skills (written and oral) are essential, as well as a collaborative approach to working.

This role is voluntary but attracts an annual honorarium, paid quarterly.

Co-coordinating the Patterns for Performance Award and Patterns of Fashion Award, organising the annual awards cycle and final awards event

- Project management: working alongside the Patterns Awards Co-coordinator, the Awards/Grants Officer and the Events team to develop an awards event in the middle of each year, coordinating students and their work (main point of contact)
- Co-selecting finalists for each of our Patterns awards
- Co-coordinating videos of Patterns' finalists process work towards their final outcome
- Working with the Awards/Grants Officer and Events team to organise venue (emails, arranging financial payments)
- Working with Awards/Grants Officer to advertise the event and prepare Social Media materials

Essential skills and experience

- In-depth knowledge of costume-making, in practice and theory
- Excellent written communication skills
- Excellent organisational skills
- Strong problem-solving skills
- Previous experience of organising projects

- Ability to work flexibly and to deadlines
- Ability to commit to the charitable aims of The Costume Society

Desirable skills

- Knowledge of Higher Education costume-making courses
- Experience coordinating and project managing small to medium-sized events and/or awards programmes.

To apply, please send an expression of interest (maximum 250 words) which includes candidate's background and suitability to the post and a CV to:
grantsawards@costumesociety.org.uk

To arrange an informal chat or seek clarification on any aspect of the role, or the work of the Society please also contact Ben Whyman at the above email address.

Deadline 12th December 2025