



DR STRANGELOVE –Head of Wardrobe Job Description

Job: Head of Wardrobe

Responsible for: Deputy Wardrobe, Wardrobe Assistants, Dressers

Salary: BECTU / SOLT minima

Probationary Period: 12 weeks

Contract: Fixed Term; performances are 6 days per week, evening and weekend work will be required.

Start date: September 2024

Location: Noel Coward Theatre, London

Preferred: Minimum 3 years' experience as a Head of Wardrobe on a large-scale West End play or equivalent experience.

Personal attributes: High level of self-awareness, empathy, integrity and confidentiality, detail oriented, strong communication and organization skills, ability to work as part of a team as well as individually, a flexible approach to working unsociable hours, a positive attitude and a sense of humour.

KEY RESPONSIBILITIES

Responsibilities for the Head of Wardrobe for the Production will include all the services usually required of the Head of Wardrobe for a first-class production of the scale of the Production, carried out to the highest professional standard.

For the avoidance of doubt, responsibilities may include but will not be limited to:

- Maintaining the Production as instructed and dictated by the artistic requirements and direction of the Production;
- Managing your department (including casual staff and deps), including recruitment, line management, scheduling and recording of hours, training and having an awareness and understanding of the Producer's employment policies;
- Working in accordance with the Producer's Health and Safety policy, using appropriate safety equipment and clothing, and ensuring departmental staff do the same;
- Complying at all times with the rules and regulations in force at the venues under the control of the Production;
- Taking lead responsibility for ensuring that all the statutory health and safety training required for yourself and your department team members is up to date, personally attending any such training required for your position, ensuring departmental staff do the same and maintaining up to date departmental training records;
- Managing departmental staff holidays and ensuring an adequate level of show cover at all time;
- Liaising with the Company Manager, resident creative team members, technical heads of department, stage management, the acting company and theatre staff to ensure the efficient flow of information as necessary for the smooth running of the show;



- Attending all rehearsals, show calls, maintenance calls, get-ins, fit-ups and get-outs as required, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance;
- Taking responsibility for the preparation and maintenance of all costumes and equipment required by your department, including checks prior to each performance;
- Having an awareness of understudy and swing performances ahead of each show and making necessary adjustments, if any;
- Acquiring a familiarity with all plots/tracks within your department so that you are able to provide holiday or absence cover for other members of your department as required, in addition to ensuring that your staff are trained to cover other plots/tracks as required;
- Reading and responding to show reports;
- Compiling and keeping updated cue sheets and other relevant show paperwork including the costume show running bible, both soft and hard copy, to such a level as to ensure an accurate reference to allow the Production to be remounted at a later date including the Wardrobe show running bible;
- Managing petty cash for your department and the timely placing of any orders for goods and equipment as approved by the Producer;
- Maintaining good relationships with hirers and suppliers;
- Liaising with any third party as the Producer may reasonably require for the purposes of publicising or promoting the Production;
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Costume Supervisor, Company Manager, Production Manager, General Managers or Executive Producer from time to time.

To apply: please send a CV and a short covering letter outlining your suitability for the role to joinus@playfuluk.com with the role you are applying for, your name and where you saw the advert in the subject line by **2pm on Friday 9th February 2024**. Please note all applicants must have the right to work in the UK.

We are committed to a workplace culture that embraces diversity and inclusion across all departments.