



Head of Wardrobe Job Description

Job: Head of Wardrobe

Responsible for: Deputy Head of Wardrobe, Wardrobe Assistants, Dressers

Salary: Above SOLT/BECTU minima <https://solt.co.uk/what-we-do/rates-of-pay/solt-bectu/>

Probationary Period: 12 weeks

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

Start date: September or October 2021, to be confirmed

Location: Piccadilly Theatre, London

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

Personal Attributes: High level of self-awareness, empathy, integrity and confidentiality, detail orientated, strong communication and organisational 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.

To apply: please send a CV and a short covering letter (no more than one page) 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 5pm on Tuesday 6th April 2021.

Your 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, recording of hours and training;
- Having a practical understanding of the Producer's employment policies and demonstrating a willingness to comply with, and implement, these 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;
- Managing departmental staff holidays and ensuring an adequate level of show cover at all times;
- 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, with an awareness of cast holidays, understudy and swing performances, 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;
- 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;
- Such other services as are customarily provided by the Head of Wardrobe in relation to the production of a first-class musical stage play; and
- 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.