



Daytime Wardrobe Assistant

Job: Daytime Wardrobe Assistant

Responsible to: Head of Wardrobe

Salary: BECTU minimum <https://bectu.org.uk/>

Probationary Period: 6 weeks

Contract: Fixed Term; 5 days per week. Exact scheduling to be confirmed. Please note this contract is subject to the Producer's right to give two weeks' notice to close the Production.

Holiday: As per the BECTU Agreement <https://bectu.org.uk/>

Start date: ASAP

Location: Gielgud Theatre, London

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 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 your name and the role you are applying for in the subject line by **5pm on Thursday 21st October 2021**

Your responsibilities as a Daytime Assistant may include but will not be limited to:

- Under the supervision of your Head of Department, maintaining the Production as instructed and dictated by the creative team in line with the artistic requirements and direction of the Production;
- Working alongside your team, other technical departments, stage management, the acting company, creative team members and theatre staff to ensure the efficient flow of information as necessary for the smooth running of the show;
- Attending all maintenance calls and get-outs as required by your Head of Department or the Company Stage Manager;
- Assisting with the preparation and maintenance of all costumes equipment required by your department, including checks prior to each performance, with an awareness of understudy performances, if any;
- Assisting your Head of Department in 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;

- Working in accordance with the Producer's Health and Safety policy, using appropriate safety equipment and clothing;
- Complying at all times with the rules and regulations in force at the venues under the control of the Production;
- Having a practical understanding of the Producer's employment policies and demonstrating a willingness to comply with these policies;
- Such other services as are customarily provided by a Daytime Assistant in relation to the production of a first-class stage play; and
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Head of Wardrobe, Costume Supervisor, Company Stage Manager, Production Manager, General Managers or Producers from time to time.

We encourage applicants from all backgrounds.

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

Please note all applicants must have the right to work in the UK.