



Job Description

Job: Costume Coordinator

Responsible to: Costume Supervisor

Salary: TBC - Based on experience

Probationary Period: 12 weeks

Contract: Fixed Term for 8 months with the possibility of extension to the Fixed Term. The position is full time and evening and weekend work may be required. Please note this contract is subject to the Producer's right to give two weeks' notice to close the Production.

Start date: ASAP

Location: East Dulwich, 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 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 your name and the role you are applying for in the subject line by **6pm on Wednesday 10th April 2024**. Please include 'Wicked Recruitment' in the title of your email.

To assist with the shortlisting process, please save your CV as a pdf, with the file name “‘First name’ ‘last name’ – CV”.

Your responsibilities as a Costume Coordinator may include but will not be limited to:

CREATIVE

- supporting the Costume Department team in all creative aspects of running the department and the delivery of the cast change;
- acting as coordinator between all departments, creatives and company during a cast change;
- completing measures and distributing as required;
- taking photographs during measures and fittings, filing and distributing as required;
- researching, sourcing and buying fabrics and components and updating the Bible as required;
- keeping fabrics and components stock records and carrying out stock audits as required;
- coordinating the preparation and distribution of fabrics and components to makers for new costume, shoes and hats makes;
- coordinating costume stock delivery to stitchers for alterations;
- coordinating the preparation of stock costumes for measures and fittings;
- coordinating the timely delivery of new and stock costumes
- coordinating the return of costumes and components to stock and associated record keeping
- acting as liaison between the General Managers, Apollo Wardrobe team and the costume department as required in the day to day running of the production
- housekeeping of the costume store and office

- maintaining studio supplies.

ADMINISTRATION

- understanding of the department budget and working to budgets set by the Costume Supervisor;
- supporting the Costume Supervisor and Finance Manager with Health and Safety administration including; fire alarm testing, record keeping, carrying out routine building checks, keeping abreast of health and safety requirements, administrating risk assessments, quarterly H&S reporting, booking training and supervising cleaning providers;
- liaising with the IT company for the costume department to support all department requirements;
- assisting the Finance Manager with tracking department holiday and TOIL;
- updating virtual departmental timesheets;
- coordinating department petty cash floats and collating required receipts;
- providing credit card and petty cash receipts to the Finance Manager on a weekly basis;
- assisting the Finance Manager with monitoring monthly departmental spending;
- maintaining effective filing systems and other systems for the costume office;
- providing general day to day office administration including; updating cast photo sheets, answering phones, organising couriers, coordinating meetings and the departments diary, building meter readings, collating post and providing refreshments;
- acting as on-site and remote working Fire Marshall and First Aider;
- attending training as appropriate including Fire Marshal, First Aid, manual handling and working at heights;
- understanding and developing department working policies and procedures with the Finance Manager
- working in accordance with WLPL's Health and Safety Policy
- and any other duties as may be reasonably required in the course of your duties or as instructed by WLPL from time to time.

**We are committed to a workplace culture that embraces diversity and inclusion across all departments.
Please note all applicants must have the right to work in the UK**

Successful candidates will need to adhere to the company's following guidelines should an offer of employment be made:

In order to reduce risk and keep you and all other employees as safe as possible, you acknowledge that you will be required to adhere at all times to the company's COVID-19 protocols. These may include mandatory, supervised COVID-19 testing, quarantining when asked to do so and the requirement to wear a facemask. We also strongly recommend that employees are fully vaccinated against COVID-19. The company's protocols will incorporate the local COVID-19 protocols of the rehearsal room, theatre and any other premises in which you are required to work. You acknowledge that this is a dynamic situation and protocols may change. WLPL will use reasonable endeavours to support you and keep you acquainted with all applicable health and safety protocols. Lack of compliance may result in disciplinary action.

The lead producers are **Marc Platt, David Stone, and Universal Stage Productions**. In the UK, **Michael McCabe** is Executive Producer and **Playful Productions** are the General Managers.