

Next to Normal

NEXT TO NORMAL - Deputy Head of Wardrobe Job Description

Job: Deputy Head of Wardrobe

Responsible for: Wardrobe Assistants, Dressers

Salary: Above BECTU / SOLT minima

Probationary Period: 6 weeks

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

Start date: May 2024

Location: Prince Edward Theatre, London

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

Desirable Attributes: Experience working with wigs/hair.

Your responsibilities for the Deputy Head of Wardrobe for the Production will include all the services usually required of the Deputy 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:

- i. under the supervision of your Head of Department, maintaining the Production as instructed and dictated by the artistic requirements and direction of the Production;
- ii. working alongside your team, other technical departments, stage management, the acting company, resident creative team members and theatre staff to ensure the efficient flow of information as necessary for the smooth running of the show;
- iii. attending all rehearsals, show calls, maintenance calls, get-ins, fit-ups and get-outs as required by your Head of Department or the Company Manager, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance;
- iv. assisting with the preparation and maintenance of all costumes and equipment required by your department, including checks prior to each performance, as requested by your Head of Department;
- v. 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;
- vi. deputising for the Head of Department in their absence, if requested;
- vii. having an awareness of understudy and swing performances ahead of each show and making necessary adjustments, if any;

- viii. assisting your Head of Department in compiling and keeping updated cue sheets and other relevant show paperwork including the costume show running bible;
- ix. working in accordance with the Producer's Health and Safety policy, using appropriate safety equipment and clothing;
- x. having an awareness and understanding of the Producer's employment policies;
- xi. and any other duties as may be reasonably required in the course of your duties or as instructed by the 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 show title, your name and the role you are applying for in the subject line by **midday** on **Monday 6th May 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.