



Deputy Head of Wardrobe Job Description

Job: Deputy Head of Wardrobe

Responsible to: Head of Wardrobe

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

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: ASAP (negotiable)

Location: Multiple Cities across a UK and Ireland Tour until January 2025

Preferred: Minimum 2 years' experience on a large-scale West End or touring musical or equivalent.

Personal attributes: High level of self-awareness, empathy, integrity and confidentiality, detail oriented, 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 **10am on Monday 5th August 2024**.

To assist with the shortlisting process, please save your CV as a pdf, with the file name "First name' 'last name' – CV".

Your responsibilities 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, resident creative team members 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 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;
- 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;
- 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;
- Deputising for the Head of Department in their absence, if requested;
- Having an awareness of understudy and swing performances ahead of each show and making necessary adjustments, if any;

- Assisting your Head of Department in compiling and keeping updated cue sheets and other relevant show paperwork including the wardrobe 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, which may include using appropriate safety equipment and clothing and attending any training deemed necessary;
- 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 the Deputy Head of Wardrobe in relation to the production of a first-class musical stage play;
- 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 Manager, Production Manager, General Managers or Producer 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. WUKTPL 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.