



Wicked - Head of Costume Job Description

Working with the Costume Designer to realise their vision, the Head of Costume will be responsible for managing the construction, and maintenance of the overall look of the costumes for Wicked, ensuring all activities are carried out to the highest possible standard of quality, safety, and efficiency while being delivered within agreed resources and budgets.

The Head of Costume must also provide effective leadership and management of Costume Studio staff, as well as leading effective communication across departments.

Salary: Commensurate with experience.

Probationary Period: 26 weeks.

Contract: Full time, permanent contract. Evening and weekend work may be required.

Annual Holiday: 28 days' holiday during each holiday year, including Bank and Public Holidays.

Location: Costume Studio, South-East London; Apollo Victoria Theatre; UK Tour Venues.

Reporting Structure: The Head of Costume will report to the General Management and the Costume Designer. As appropriate they will be responsible for freelance makers and costume studio staff. Strong collaboration, communication and partnership will be required with the Wicked wardrobe teams, creatives and associates both in the US and UK, costume studio personnel, company and stage management, performing companies and technical departments.

Preferred Experience: Extensive experience as Head of Wardrobe and/or a costume supervisory role on a large-scale West End musical or equivalent.

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 30th September 2024**.

Interviews: will be held for shortlisted candidates. Please note that applications will be reviewed, and interviews arranged on a rolling basis.

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

Main Responsibilities

Include, but are not limited to:

Day to Day Operations

- Managing, and advocating for, all activities required for realising the Costume Designer's vision.
- Maintaining the general overall look of costuming of Wicked to the highest standards possible.
- Delivering all creative aspects required of the annual cast change.
- Delivering all creative aspects required of any UK tour.
- Supervising and supporting Wicked wardrobe teams: providing notes surrounding maintaining the look of costumes, advocating for, and facilitating, the needs of maintaining the look of the production between cast changes.
- Maintaining an excellent working knowledge of the latest developments in techniques, materials and finishes.



- Maintaining strong collaboration, communication, and partnership with all applicable departments.
- Maintaining an extensive and comprehensive costume bible and working closely with costume studio staff to maintain up to date inventories and databases.
- Acquiring materials for the makers with the support of Costume Studio staff.
- Liaising with the UK Hair and Make Up Supervisor to maintain the overall look of Wicked to realise the creative team's vision.
- Visiting the production on a regular basis to be determined (currently both in the West End and on tour), always representing Wicked with the highest standards of courtesy and professionalism.
- Attending production meetings, rehearsals, and fittings as required to maintain the highest standards of artistic delivery.
- Taking on keyholder responsibilities for building-related emergencies.
- Liaising with the building's (Costume Studio) landlord on building-related matters.
- Leading the annual reviews of studio policies.
- Reviewing and rewarding sub-contractor contracts.
- Managing studio overheads and budgets.
- If required, and with the support of the general management team, managing the process of acquiring new studio space including sourcing of properties, lease negotiations and dilapidations.
- Abiding by modern slavery legislation at all times on matters of procurement and sub-contracting.

Finances and Systems

- Working collaboratively with the Costume Finance Manager, managing all allocated budgets, understanding budgetary restraints to work efficiently within budget; informing general management promptly with budgetary concerns.
- Adhering to Wicked processes, policies, and systems, including procurement, demonstrating transparency in all financial matters ensuring procurement options are researched thoroughly with attention always paid to cost effectiveness.

Health and Safety

- Taking personal responsibility for the safety of self and others.
- Always promoting a positive approach to Health & Safety and safe working practices.
- Alongside the relevant Costume Studio personnel, ensuring relevant Health & Safety policy and legislation is followed effectively.
- Undertaking Health and Safety and any other training as identified by line managers and as required of the post.
- Alongside the relevant Costume Studio personnel, overseeing a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

Leadership

- Supporting a culture of information sharing, collaborative working and team working.
- Line management of Costume Studio personnel (where applicable).



- Ensure comprehensive staff inductions and necessary training.
- Being visible, approachable, supportive and accessible to the team.
- Openly encouraging and recognising the contribution of others and giving constructive feedback on a regular basis.
- Ensuring that working practices are in accordance with Wicked policies and procedures.

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.

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.