



## **COME FALL IN LOVE – The DDLJ Musical – Wardrobe Assistant Job Description**

**Job:** Wardrobe Assistant

**Salary:** Above UKT / BECTU minimum

**Probationary Period:** 4 weeks

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

**Contract Dates:** Circa 14<sup>th</sup> April 2025 – 22<sup>nd</sup> June 2025 (dates subject to change)

**Location:** Rehearsals in London with the performance venue being Manchester Opera House, Manchester

**Preferred:** Minimum 3 years' experience as a Wardrobe Assistant 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 organisation 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.

### **KEY RESPONSIBILITIES**

Responsibilities for the Wardrobe Assistant for the Production will include all the services usually required of the Wardrobe Assistant for a first-class production of the scale of the Production, carried out to the highest professional standard.

The whole company will be expected to work as a team and occasionally offer support to other departments. You may be asked to cover other departments' show plots in an emergency.

For the avoidance of doubt, 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 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, with an awareness of cast absences, understudy and swing performances, if any;
- Acquiring a familiarity with all plots/tracks within your department so that you are able to provide absence cover for other members of your department as required;
- Deputising for the Deputy Head of Department in their absence, if requested;
- Assisting your Head of Department in compiling and keeping updated cue sheets and other relevant show paperwork including the costume show running bible;
- Assisting with the get-in, fit-up and get-out of all equipment for your department, and assisting other departments as required;



- Working in accordance with the Producer's Health and Safety policy, using appropriate safety equipment and clothing;
- Having an awareness and understanding of the Producer's employment policies;
- Such other services as are customarily provided by the Wardrobe Assistant in relation to the production of a first-class musical;
- Any other duties as may be reasonably required in the course of your duties or as instructed by your Head of Department, General Managers or Producers 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](mailto: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 31<sup>st</sup> March.**

Interviews will take place on a rolling basis. 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.**