



## Job Description

### HEAD OF WARDROBE

Reports to Company Manager / Production Manager / General Manager

### The Show

Featuring her much loved songs, TINA – The Tina Turner Musical is written by Olivier Award-winning playwright Katori Hall and directed by the internationally acclaimed Phyllida Lloyd. Opened in 2018 the show plays at the Aldwych Theatre in London's West End.

### Purpose of Job

The Head of Wardrobe is responsible for the preparation and maintenance of all costumes and the smooth running of the wardrobe department, including supervision of all wardrobe staff. It is the Head of Wardrobe's responsibility to ensure the Designer's original specification and look of the production is maintained.

### Duties and Responsibilities Include

- Responsible for all aspects of the planning, supervision, and maintenance of all costumes in the show for performances, press/marketing photography and press/marketing performances ensuring the Designer's original specification and look of the production is maintained.
- Managing your department (including casual staff and deps), including recruitment, line management, recording of hours and training.
- Manage, supervise, and schedule members of the Wardrobe team including the Wardrobe Deputy, Assistant and Dressers.
- To update and supervise the dressing plots undertaken by the Wardrobe staff.
- Acquiring a familiarity with all plots/tracks within your department so that you can provide holiday or absence cover for other members of your department as required, in addition to ensuring that your staff are trained to cover other plots/tracks as required.
- Work collaboratively with other departments, particularly the Wigs, Hair and Makeup department, to ensure the smooth running of the show.
- To ensure all costumes are cleaned and ready for each performance.
- To coordinate the supply of all equipment and consumables required to run the show within budget as approved by the Company/General Manager. Keeping the petty cash documentation up to date.
- To keep the Wardrobe bible up to date including photo references for each cast change.
- To liaise with the Company Manager/Resident Artistic staff regarding daily cast changes and prepare the Costume changes accordingly.
- Attend rehearsal, technical, dress and costume understudy rehearsals as required.
- Deal with emergency repairs to costumes.
- Recognise where maintenance work needs to be carried out on a costume outside of the theatre and to bring this to the attention of the Production/General Manager so this may be scheduled to ensure no show delays.
- In collaboration with the Production Manager plan and budget for cast changes.
- Ensure that work materials and all costumes are kept in a tidy and secured manner.
- Ensure that security, safety and good housekeeping procedures for the department are properly carried out.
- Comply with the Manager's Health and Safety and other policies at all times.

### Person Specification

#### The post-holder must have the following:

- Extensive experience with styling and dressing for live performance/theatre.
- Strong sewing skills.
- Confident and friendly team leader.
- Excellent communication skills and a strong team player capable of supporting team members in solving problems and teaching skills.
- The ability to run a busy department.
- The ability to adapt work in accordance with performance requirements.
- The ability to manage speciality cleaning of theatrical costumes and the repair/maintenance of costumes.
- Strong organisation and administrative skills.

**Smoking Policy** Please note that the usual place of work, Aldwych Theatre, is a no-smoking building.

**Alcohol Policy** All staff are expected to remain alcohol free during working hours and take personal responsibility for presenting themselves in a fit state for work i.e. alcohol free.

### Outline of Terms and Conditions

TITLE OF POST: Head of Wardrobe

START DATE: ASAP

SHOW SCHEDULE: 8 performances Tuesday - Sunday performances (Monday rest day). Sunday performances included as standard as per SOLT/BECTU Variation agreement. Ad hoc rehearsal and press/marketing calls.

PAY: £45k-£50k.

PROBATIONARY PERIOD: 3 months

NOTICE PERIOD: Without notice during probationary period, not less than two weeks' notice from the Producer once probation is completed.



### **Application Procedure**

To apply, please send a CV and a short covering letter (no more than one page) outlining your suitability for the role, together with a completed Equal Opportunities Monitoring Form to [jobs@mrluk.com](mailto:jobs@mrluk.com) by noon Friday 23<sup>rd</sup> July 2022 (quoting Head of Wardrobe in the subject line).

We are committed to embracing diversity and inclusion across all departments, flexible working practices will be considered. We do not require company members to be vaccinated against Covid-19.