



Head of Wardrobe Job Description

Position: Head of Wardrobe

Location: Emerald Theatre, 8 Embankment, London

Responsible for: Deputy Head of Wardrobe, Wardrobe Assistants & Dressers

Salary: Above UKT/BECTU minima

Contract: Fixed Term; 9 performances within a 6 day working week, plus maintenance and understudy calls. 3 performances Saturday, 2 performances Sunday. No performance on Tuesday. Evening and weekend work will be required.

Start date: May 2025

Preferred: Minimum 3 years' experience as Head of Wardrobe on a large scale 1st class production. Due to the nature of the costumes we are seeking candidates with a confident stitching ability. Experience maintaining corsets, crystals & delicate fabrics would be ideal.

Personal Attributes: A strong sense of self-awareness, integrity, confidentiality, empathy, the ability to collaborate effectively in a team or work independently, attention to detail, excellent communication and organizational skills, a flexible attitude towards working unsociable hours, a positive mindset, and a good sense of humour.

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 line management, scheduling, recruitment, recording of hours and training.
- Managing departmental staff holidays and ensuring an adequate level of show cover at all times.
- Attending all fittings, rehearsals, show calls, maintenance calls, get-ins, fit-ups and get-outs as required, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance.
- Complying with the Manager's Health and Safety and other policies at all times and insuring departmental staff do the same.
- Liaising with the Company Manager, creative team members, all company and theatre staff to ensure the efficient flow of information as necessary for the smooth running of the show.
- Taking responsibility for the preparation, cleaning and maintenance of all costumes and equipment required by your department, including checks prior

to each performance, with an awareness of cast holidays, understudy and swing performances, if any.

- Acquiring a familiarity with all plots/tracks within your department so that you are able to provide 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.
- Compiling and keeping updated cue sheets and other relevant show paperwork including the costume show running bible, to such a level as to ensure an accurate reference to allow the Production to be remounted at a later date.
- Managing petty cash for your department and the timely placing of any orders for goods and equipment as approved by the Producer.
- Such other services as are customarily provided by the Head of Wardrobe in relation to the production of a first-class production.
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Creative Team, Costume Supervisor, Company Manager, Production Manager, General Managers or Producers from time to time.

To apply: please send a CV and a short covering letter to Emily Connor (no more than one page) outlining your suitability for the role to emily@mpsilt.com with the role you are applying for and your name in the subject line by:

5pm on Tuesday 11th March 2025.

Please note all applicants must have the right to work in the UK.

We are committed to a workplace culture that embraces equality, diversity, and inclusion across all departments and particularly welcome and encourage applications from those currently underrepresented in our workforce.