

HEAD OF WARDROBE – SIX UK TOUR

Job: Head Of Wardrobe

Salary: above UK Theatre/BECTU minimums <https://bectu.org.uk>

Probationary Period: 12 weeks

Contract: Fixed term; performances are 6 days per week including Sundays with exact performance schedule varying week to week. Please note this contract is subject to the Producer's right to give two weeks' notice to close the Production.

Holiday: as per the BECTU agreement <https://bectu.org.uk>

Start Date: ASAP

Location: UK Tour

Personal Attributes: High level of self-awareness, empathy, integrity and confidentiality, detail orientated, 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 sixthemusicalrecruitment@gmail.com with your name and the role you are applying for in the subject line by **11am Monday 7th March 2022**.

Job Description:

We are looking for a highly skilled Head of Wardrobe to join the sold out UK Tour of SIX.

- Maintaining the Production as instructed by the Costume Designer and Costume Supervisor and as dictated by the artistic requirements of the Production;
- Managing your department including line management, scheduling and training of the Wardrobe & Wigs Assistant and any deps;
- To be responsible for the overall running of the Wardrobe department of the Production;
- To be responsible for the good maintenance of all costumes including repairs, laundry and dry cleaning, and including checks prior to each performance, with an awareness of understudy performances, if any;
- To dress the Company for each performance of the Production as required;
- Managing petty cash for your department and the timely placing of any orders for goods and equipment as approved by the Producer;
- Maintaining good relationships with hirers, suppliers and makers;
- Liaising with the Costume Supervisor as needed to ensure any major repairs are swiftly dealt with;
- Reading and responding to show reports;
- Compiling and keeping updated cue sheets and other relevant show paperwork;
- Working in accordance with the Producer's Health and Safety policy, using appropriate safety equipment and clothing, and ensuring departmental staff do the same;
- Complying at all times with the rules and regulations in force at the venues under the control of the Production;
- Maintaining a healthy pool of deps to ensure an adequate level of show cover at all times;

- Such other services as are customarily provided by the Head of Wardrobe in relation to the production of a first-class musical; and
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Costume Supervisor, Company Manager, Production Manager or General Managers or Producers.

Person Specification:

Essential Skills

- Proven experience of managing a department
- Strong sewing skills – both hand and machine

Desirable Skills

- Previous Touring experience
- Previous musical experience
- Working with unconventional fabrics