



Job Description

Head of Wardrobe

Reports to General Manager, Production Manager and Producers

Show

The world-renowned, Olivier nominated, immersive, smash hit, will once again open at its new home, LABYRINTH Waterloo. With even more twists and turns for 2022, *Alice's Adventures Underground* is a fusion of storytelling, music, circus, puppetry and spectacle.

LABYRINTH Waterloo will also be home to the children's show which will feature the same innovative, immersive style as *Alice's Adventures Underground* but will be aimed at a family audience

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 the supervision and management 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 the department, including recruitment, line management, recording of hours and training.
- Manage, supervise, and schedule members of the Wardrobe team including the Wardrobe Deputy, and Wardrobe Technician
- Work collaboratively with other departments 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 Stage/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 with the costume supervisor.
- To liaise with the CSM/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.
- Adhere and contribute towards risk assessments to ensure safety and security of staff members at all times.

Person Specification

The post-holder must have the following:

- Experience with styling and dressing for live performance/theatre.
- Strong sewing skills.
- Ability to be a confident and friendly team leader
- Excellent communication skills
- Strong team player
- Experience running and managing 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 and maintenance of costumes.

Desirable

- Experience with immersive or site specific theatre
- Able to demonstrate tact, diplomacy and discretion.
- Able to demonstrate administrative efficiency.

Smoking Policy Please note that the usual place of work, Labyrinth Waterloo, 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: Early January 2023

PROBATIONARY PERIOD: 3 Months



CONTRACT LENGTH Early Autumn 2023

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 by 5pm 3rd October 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.