

# Job Description: Head of Wardrobe

## Key Information

Department	Production
Responsible to	Production Manager
Manages	Wardrobe and Costume staff, including freelancers
Contract	Permanent, full-time.
Location	The Watermill Theatre, Bagnor, Newbury, RG20 8AE
Salary	£29,000 per annum
Hours	<p>Your normal working week will consist of those hours necessary to carry out the responsibilities of your position which should be based on a 40 (forty) hour week to be worked between the hours of 8.30am and 12.00 midnight Monday to Saturday and, where possible, spread over five out of six days.</p> <p>However, you will be required to work further reasonable hours as are necessary for the proper performance of your duties taking into consideration the Watermill Theatre performance patterns and touring schedules.</p> <p>Additional hours worked should be balanced against those weeks where the programme of events is less busy when it will be possible to carry out the proper performance of your duties in less than 40 hours.</p>
Benefits	Free onsite parking, discount in restaurant and bar, two complimentary tickets per production
Pension	Contributions to Employer's Workplace Pension Scheme (5%)
Annual leave	5.6 weeks including public holidays

## Duties and Responsibilities

### Individual Responsibilities

- Recruit staff as required according to department workload.
- Manage wardrobe maintenance staff and all freelance workers.
- Meet and liaise with the Designer to gain detailed insight into the costume requirements for each show.
- Research, source and/or draft patterns as required for period costumes.
- Purchase or procure all fabrics, accessories and consumables.
- Make, or oversee the making of, all costume construction.
- Hire, loan or purchase costumes as required.
- Source and alter costumes from stock.
- Oversee all fittings and alterations.
- Attend production meetings and technical and dress rehearsals to ensure all costumes are completed to the Designer's satisfaction.
- Take overall responsibility for the ongoing maintenance of costumes and accessories for each production.
- Ensure all costume hires and loans are cleaned, repaired and returned in good working order on a timely basis.
- Be accountable for the ongoing maintenance and storage of Watermill costume and accessory stocks.
- Liaise regularly with the Production Manager regarding the management of budgets and expenditure.
- Produce and submit accounts for each production.
- Provide holiday cover for wardrobe maintenance staff.

### Organisational Commitments:

- Carrying out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.
- Undertaking relevant training and development as required.
- Driving change through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity.
- Being accountable for the safety of yourself and others, in line with our Health & Safety Policy.
- Creating a positive working environment, underpinned by the organisation's values.
- Ensuring we are collecting and using data to inform decisions, demonstrate our impact and fulfil our funding conditions.
- Complying with all legal requirements relating to the General Data Protection Regulation (GDPR).
- Contributing to our environmental sustainability goals.

This Job Description is indicative of the responsibilities and duties associated with this position. It is neither restrictive nor inclusive and The Watermill Theatre reserves the right to make reasonable changes.

## Person Specification

### Essential:

- Previous professional wardrobe management experience in a producing theatre, working with and supporting creative teams.
- Proven skills as a seamstress and good knowledge of repairing costumes.
- Excellent communication and organisational skills.
- Experience of managing people and working as part of a team.
- Proactive, solution focused, energetic and able to remain calm whilst working under pressure.
- Highly organised with the ability to prioritise and multi-task.
- Proven experience of managing budgets.
- Commitment to inclusivity and diversity at The Watermill and within the wider sector.
- Valid Driver's License (mandatory).

### Desirable:

- Competent computer skills (Microsoft office).
- Theatre costume and wig history knowledge.
- Passion for theatre.
- Knowledge of and commitment to environmentally sustainable production processes.

## Submitting Your Application

### How To Apply

Your application should include:

- Your CV.
- Your cover letter (no longer than 3 sides), explaining why you want to work for The Watermill and how you meet the person specification.
- A completed Equal Opportunities monitoring form (details below)

Please send your application to Emily Beck (Theatre Administrator) via [admin@watermill.org.uk](mailto:admin@watermill.org.uk) or via the address below:

Theatre Administrator  
Watermill Theatre and Restaurant  
Bagnor  
Newbury  
RG20 8AE

When forming our shortlist for interview, all applications will be considered anonymously, and your name and any names of employers will be redacted from your supporting statement and CV. Our selection panel will only have access to these details once you have been invited to interview.

Closing date for applications      12pm midday on 17 November 2023

For further information about the organisation, please take a look at our [Working at The Watermill](#) guide.

## **Equal Opportunities**

The Watermill Theatre is committed to equal opportunities for all. We believe that a diversity of perspectives enriches our work and we have an equality of opportunity approach that aspires to give everyone the chance to achieve their potential.

[Please find our Equal Opportunities monitoring form here.](#) This information will be used to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone, including recruiting managers, in any form other than anonymous data.

We are a Disability Confident Committed employer and will guarantee an interview to any applicant who self-identifies as deaf or disabled, or from a Global Majority background, and meets the Essential Criteria. If you regard yourself as having these characteristics, please state so clearly on your cover letter.

If we can support your application by offering the pack in an alternative format, please do let us know by contacting [admin@watermill.org.uk](mailto:admin@watermill.org.uk). Likewise, we are open to receiving applications in an alternative format eg video. We want to ensure interviews are as accessible as possible, so please do let us know in your application if there is anything we can do to support this.