

# JOB SPECIFICATION

## Head of Wardrobe

### ➤ Responsibilities:

- Coordinate costume fittings with cast members to ensure proper fit and comfort
- Supervise the production of costumes, including cutting, sewing, and assembling garments
- Oversee the wardrobe department, including managing a team of Costume Assistants and Dressers
- Organise and maintain costume storage, ensuring costumes are properly labelled, stored, and easily accessible
- Develop and manage the wardrobe budget, including tracking expenses and ordering supplies
- Ensure that all costumes are cleaned, repaired, and maintained throughout the run of the production
- Conduct regular inspections of costumes to check for any damage or wear and tear
- Implement and oversee a system for quick costume changes during performances
- Attend production meetings to stay informed about the overall vision and any changes that may affect the wardrobe
- Participate in technical rehearsals to ensure costumes function as intended and make necessary adjustments
- Ensure that all wardrobe practices comply with health and safety regulations
- Serve as a point of contact for performers regarding costume-related inquiries and concerns
- Keep detailed records of costume inventories, including measurements, alterations, and any changes made during the production

### ➤ Skills and requirements:

- Strong knowledge of costume design principles and techniques
- Proficiency in sewing, pattern-making, and garment construction
- Experience in managing a team, including assigning tasks and providing guidance
- Ability to manage multiple projects and deadlines effectively
- Meticulous attention to detail in costume creation, fittings, and maintenance
- Ability to identify and address potential costume issues before they become problems
- Excellent communication skills to work effectively with designers, directors, performers, and other departments
- Ability to collaborate and contribute to a cohesive production vision
- Strong problem-solving skills to address costume-related challenges quickly and efficiently
- Resourcefulness in finding creative solutions to costume issues
- Strong organisational skills to manage costume inventories, budgets, and schedules
- Ability to maintain an orderly and efficient wardrobe department



*An outstanding performing arts school providing exceptional performing arts opportunities and experiences to young people and beyond*

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### Contract type

Ad hoc - hours to vary

### Hourly wage

£18

### Start date

Immediate

*Those interested should send their CV and short covering letter via email or post. Please attach any qualification documentation that will support in your application.*



## Contact us



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