



Assistant Wardrobe Master/Mistress

Job Description

1. About us

Established in 1932, Regent's Park Open Air Theatre is the only permanent professional outdoor theatre in Britain. Its steeply raked auditorium is one of the largest in London with 1240 seats, yet those who attend say it is one of the most intimate. It has been leased to our company since 1963 by the Department of Culture, Media and Sport through The Royal Parks. Both the stage and auditorium are entirely uncovered. Each night a truly unique atmosphere is created by the buzz of people enjoying their theatregoing in every sense: people flooding on to the picnic lawn, filling their glasses with wine and chatting in the bar as the fairy lights twinkle in the trees. Weather and temperature add a thrilling contribution to our work, making the complicity between actor, text and audience distinct at every performance.

From May to September each year the company's four productions usually comprise three plays and a musical. The productions regularly receive award nominations and 2009's production of Hello, Dolly! won three Olivier Awards and the London Evening Standard Award for Best Musical. Recent years have also seen the development of the theatre's Sunday concert programming with a number of unique performances by high profile names from the worlds of popular music and comedy. Exploiting the incomparable setting of the Open Air Theatre, the company's policy is to appeal to a broad range of theatregoers, many of whom see their first theatre production here.

Over 130,000 people visit each year during the 16 week season. With a small core team of 12 permanent members of staff, the theatre employs over 200 seasonal personnel (including the acting company) with many staff returning each year. There are approximately 150 performances each season including matinees and some morning performances as well as Sunday performances.

The Board of Trustees delegate the running of the theatre to Artistic Director, Timothy Sheader, and Executive Director, William Village, who are jointly chief executives. The company is a registered charity and a not-for-profit company. It receives no public subsidy and its work is funded entirely by its operating activities. With a turnover of over £3million, the company is fortunate enough to be in a sound financial position.

Prior to the 2012 season, the theatre will be undergoing an extensive redevelopment to replace the box office and entrance, the backstage facilities, return the administration offices to the theatre and upgrade front-of house facilities.

2. Line management

The Assistant Wardrobe Master/Mistress reports to the Wardrobe Master/Mistress.

3. Main duties

- To become familiar with costume designs for each show
- Laundry of costumes
- To ensure all costumes are laundered, repaired and in dressing rooms by the half, with assistance from the wardrobe team
- To carry out repairs / alterations as necessary
- To assist company members to dress during the half if required and assist with the application of wigs, hairpieces and body make-up as necessary
- To undertake dressing and quick changes during performance
- To return costumes to wardrobe for laundering after performance
- To undertake any other reasonable duties as required by your line manager or senior management.



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4. Person specification

4a. Essential:

- Previous experience of the role, preferably within a similar-sized venue or production company
- Demonstrable ability to perform the duties listed above
- Proficient in the use of sewing machines and overlockers
- Competent in hand-sewing
- An organised yet flexible approach and calm under pressure
- Demonstrable ability to work as part of a team and under your own initiative
- Ability to be creative and resourceful in problem solving

4b. Desirable:

- First aid qualification (training can be provided)
- UK driving licence
- Knowledge of London

5. Principal terms and conditions

- Fixed term contract from 16 May, 11 to 10 September, 11.
- Remuneration: £400 per 43-hour, 6-day week based on a Monday to Sunday working week. Bank holidays are paid at double time.
- Evening and weekend work is required. You may be required to work on bank and public holidays.
- Owing to the seasonal nature of the operation, you are unable to take annual leave during the engagement, for which payment in lieu will be made.
- Full and exact terms and conditions will be discussed with those candidates invited to interview and confirmed in the successful applicant's contract.

6. Equal opportunities

We will consider all qualified applicants equally regardless of marital status, gender, sexuality, disability, age, colour, race, religion, nationality, ethnic or national origins.

7. How to apply

Please download an application form from www.openairtheatre.com/jobs. Once completed, please e-mail it to jobs@openairtheatre.com. You will receive an auto-response to confirm we have received your application. If you do not receive an auto-response, please call 08443 753 460 to confirm we have received your application.

8. Key dates

Closing date for applications: 5 pm, 16 February, 11.

Interviews will take place after 21 February, 11.