

Wardrobe Assistants

Job Description



Role:	Wardrobe Assistants
Department:	Wardrobe
Responsible to:	Technical Director
Contract:	Fixed term, Fixed hours
Contract Dates:	June 7/June 14, 2021 to September 25, 2021
Anticipated basic hours per week:	43
Basic working week:	6 days out of 7 based on a Monday to Sunday working week.
Salary per hour/per week:	£515 per week

Please note that this role requires work in the evenings and at weekends. You may also be required to work on Bank Holidays.

1. About us

Please download the separate document <https://openairtheatre.com/uploads/files/ABOUT-US.pdf> and also read our latest Annual Review which can be found here: <https://openairtheatre.com/about>.

2. The role of Wardrobe Assistants

We are looking to recruit two Wardrobe Assistants for our 2021 season. The candidates will assist the wardrobe department for our busy and varied season of shows at Regent's Park Open Air Theatre.

3. Key responsibilities

- To assist with the smooth running of the Wardrobe department for each production;
- To assist the Wardrobe and Maintenance of all costumes during each production across the season;
- To attend run-throughs and production meetings as required;
- To label all costumes prior to the first technical rehearsal;
- To be present at all technical and dress rehearsals;
- To keep costumes clean and repaired at all times, notifying the Head of Wardrobe of any problems with wear and tear immediately;
- To launder all costumes: hand or machine wash, machine and line-drying; arrange collection and delivery of dry cleaning as appropriate;
- To ensure all costumes (fully laundered and repaired) are in the dressing rooms, on stage or in quick change areas by the half, or as requested by the Company Manager/DSM;
- To assist company members to dress during the half if required, possible assisting with the application of wigs, hair pieces and body make-up; to assist quick changes during performances;
- To log all dressing plots clearly so they can be included in the costume bible for each production;

4. Responsibilities of all staff members

- Demonstrate an interest in all the work of our company, the experiences we create and theatre generally.
- Be prepared to work at the times required by your role and the theatre's operating schedule. This may include evenings, weekends and Bank Holidays.
- Ensure that the company remains up-to-date with issues and practices related to your role.
- Maintain an awareness of the work of all departments and their need for support, facilitating excellent communication and cooperation between departments.

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- Maintain an appropriate level of personal appearance for your role which, if applicable, shall be in line with the uniform policy set out in the Staff Handbook.
- Demonstrate and maintain an appropriate level of understanding for your role of equal opportunities, health and safety, access and licensing requirements in a theatre.
- Maintain and safeguard all documentation, records, filing systems and databases required to ensure compliance with all internal policies, data protection, financial and other regulations.
- Represent the company with diplomacy, discretion and courtesy at all times, safeguarding all confidential information.
- Comply with all company policies and undertake any other reasonable duties as required by the senior management.

5. Person specification – essential criteria

- A minimum of two years' previous experience working in this department.
- Good attention to detail with high standards of presentation.
- Ability to communicate effectively with a wide variety of people at all levels in a confident and friendly manner.
- Calm, organised and tactful approach.
- Ability to work well under pressure to meet deadlines, independently problem-solving, quickly and efficiently.
- Proven proficiency in hand-sewing, dyeing and the use of sewing machines and overlockers.
- Experience of dressing in a theatrical environment.

6. Person specification – desirable criteria

- First Aid qualification

7. Further information

Owing to the seasonal nature of our activities, you will not be able to take holiday during the contract unless required by us; payment in lieu of your unused holiday entitlement will be made at the end of the contract. The full terms and conditions of employment shall be as set out in the successful candidate's contract.

Regent's Park Open Air Theatre is an equal opportunities employer and our recruitment process is open to all. Our ambition is to achieve greater diversity so that our organisation better reflects the city and country in which we live.

As the majority of our appointments are seasonal, we evaluate a very large number of applications and candidates each spring. For this reason, we are not able to offer bespoke feedback to unsuccessful applicants at any stage of the process. However, if you are invited to interview, you will also be given an opportunity to ask the panel your own questions.

8. How to apply

Please download, complete and e-mail the following to jobs@openairtheatre.com:

- Personal details form;
- application form; and
- equal opportunities form.

Closing date: 10 am, May 4, 2021

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Interview 1:

Week commencing May 10, 2021