



Recruitment Pack

# **WARDROBE MAINTENANCE & LAUNDRY ASSISTANT**



# CONTENTS

- 03 **ABOUT US**
- 04 **OUR VISION, MISSION & GUIDING VALUES**
- 05 **JOB OVERVIEW: KEY RESPONSIBILITIES**
- 07 **JOB OVERVIEW: PERSON SPECIFICATION**
- 08 **TERMS & CONDITIONS**
- 09 **HOW TO APPLY**





**REGENT'S PARK OPEN AIR  
THEATRE IS A MAGICAL  
SANCTUARY FROM THE HUSTLE  
AND BUSTLE OF THE CAPITAL.**

The Times

# ABOUT US

**Established in 1932, the multi-award-winning Regent's Park Open Air Theatre is one of the largest theatres in London (at a capacity of 1,304). Passionate about producing popular, enriching and unexpected theatre that provides a lens into the here and now, the scale and ambition of our productions together with our magical outdoor setting, makes us unique in the capital's cultural landscape. In 2025 we welcomed just under 177,000 people to our 20-week summer season.**

**Drew McOnie assumed the role of Artistic Director in January 2024, and James Pidgeon was appointed Executive Director in 2021.**

Over the last sixteen years, our productions have won ten Olivier Awards, ten WhatsOnStage Awards, and four Evening Standard Awards. We were named London Theatre of the Year in 2017 by The Stage, and received the Highly Commended Award for London Theatre of the Year in 2021. Our productions have toured the UK and have transferred to both the West End and the United States. Our 2016 revival of *Jesus Christ Superstar* has just finished tours of the UK, North America and Australia. Our Olivier Award-winning revival of *Fiddler on the Roof* transferred to the Barbican Centre in May 2025 ahead of a major tour of UK and Ireland through to January 2026.

As a registered charity that receives no regular public subsidy, we rely entirely on earned income and charitable contributions. Nevertheless, we have maintained 36,000 tickets at £15 across the whole of 2025's summer season, our BREEZE scheme enables those aged 18-25 to buy tickets for £10, and we regularly work with local charities. Each year, on average, we subsidise tickets for 6,000 school pupils.

Food and drink plays a significant role in the Open Air Theatre experience, with our in-house bars and restaurants including Covered Dining, The Grill and The Pizza Oven. We also have our own picnic lawn and the West End's longest bar!

Regent's Park Open Air Theatre has become one of the most independently sustainable and financially successful producing theatres in the country, and we're proud to embark on the next stage of our vision with ever-increasing artistic ambition and entrepreneurial spirit.



# OUR VISION, MISSION & GUIDING VALUES

## VISION

To help people  
make sense of  
the world under  
a shared sky.

## MISSION

Celebrating  
our unique and  
experiential outdoor  
setting, we create  
popular, enriching  
and unexpected  
theatre that  
provides a lens into  
the here and now.

## GUIDING VALUES

Ambitious  
Open  
Independent  
Connected  
Joyful

## UNDERLYING PRINCIPLES

01 **Equity, Diversity & Inclusion**

03 **History & Heritage**

02 **Environmental Sustainability**

04 **Civic Responsibility**

## STRATEGIC PRIORITIES

01 **Producing Expansion**

02 **Developing Audiences & People**

03 **Organisational Growth**





**REGENT'S PARK OPEN AIR  
THEATRE IS FAST BECOMING  
THE NEW POWERHOUSE  
FOR EYE-OPENING MUSICAL  
REVIVALS.**

Broadway World

# JOB ROLE

## KEY RESPONSIBILITIES

**Regent's Park Open Air Theatre is seeking a reliable and detail-focused Wardrobe Maintenance / Laundry Assistant to join the Wardrobe Department for the 2026 season on a part-time basis.**

**Working during daytime hours only, this role is responsible for the daily turnaround of costumes, ensuring all items are clean, checked and ready for the show running team each evening. The postholder will work independently within the Wardrobe Department, contributing to the smooth and professional running of performances across the season.**

### **This role involves:**

#### **Costume maintenance and laundry**

- Carry out the daily laundering of costumes, including hand washing, machine washing, line drying and tumble drying as appropriate.
- Ensure all costumes are fully cleaned, dried and presented to a high standard for the evening performance.
- Carry out basic repairs and maintenance as required, including hand-sewing and minor machine work.
- Monitor costume condition and promptly report any issues with wear, damage or hygiene to the Head of Wardrobe or Wardrobe Supervisor.
- Work confidently and responsibly on an independent basis, managing workload and priorities without direct supervision while maintaining consistent standards of accuracy, care and professionalism.





### **Organisation and preparation**

- Sort, organise and return costumes to designated dressing rooms, rails or storage areas ready for the show running team.
- Maintain clear organisation of laundry and maintenance areas to ensure efficient daily workflow.
- Assist with maintaining adequate stock of laundry and maintenance consumables.

### **Professional practice and standards**

- Work calmly and efficiently to meet daily turnaround deadlines.
- Maintain high standards of cleanliness, safety and good housekeeping within wardrobe and laundry areas.
- Act in line with Regent's Park Open Air Theatre policies on safeguarding, sustainability, equal opportunities and professional conduct.
- Carry out any other reasonable duties associated with wardrobe maintenance and laundry, as required.





# PERSON SPECIFICATION

**The ideal candidate will be organised, dependable and practical, with experience in costume care or a similar environment. They will be comfortable working independently, have strong attention to detail, and take pride in ensuring costumes are performance-ready each day.**

## Essential

- Experience in theatrical laundry, costume maintenance, wardrobe work or a comparable professional environment.
- Strong attention to detail and high standards of cleanliness and presentation.
- Ability to manage time effectively and work to fixed daily deadlines.
- Confidence working independently and taking responsibility for routine tasks.
- Basic hand-sewing and repair skills.
- A calm, methodical and reliable approach to work.
- An understanding and commitment to equity, diversity and inclusion.
- A passion for Regent's Park Open Air Theatre and the work we produce.

If there are some skills in the Essential criteria that you do not currently have but feel you could learn and develop over time, please still apply and note this in your application.





“

AS DARKNESS ENCROACHES,  
THERE IS NO MORE GLORIOUS  
PLACE TO GET ONE'S FILL OF  
CULTURE.

The i

# TERMS & CONDITIONS

**Job Title:**

Wardrobe Maintenance & Laundry Assistant

**Responsible to:**

Head of Wardrobe

**Working closely with:**

All other Wardrobe staff

**Contract:**

Part-Time, typically 4 hours per day

Fixed-Term from 27th April to 19th September 2026

**Basic Working Hours:**

20 hours per week across 6 days. The role will require regular work at weekends, as well as on Bank Holidays.

**Work Base:**

Regent's Park Open Air Theatre, Stage Door, Open Air Theatre, London, NW1 4NU.

**Salary:**

£272 per week paid weekly by PAYE.

**Benefits:**

Contributory pension scheme.

Two complimentary tickets for each of the summer season's lead productions.

Staff discount at the theatre's bar and catering outlets.

Access to external wellbeing and therapy service.

**Annual Leave:**

Due to the nature of this contract, the successful candidate will not be able to take holiday during the contract unless required by us; payment in lieu of unused holiday entitlement will be made at the end of the contract.d.

**Notice Period:**

2 weeks

**Probationary Period:**

1 month





**ONE OF THE GREAT UNDERSUNG THEATRICAL SUCCESS STORIES, PACKED WITH AWARDS, AS WELL AS MOUNTING CRITICAL AND AUDIENCE ACCLAIM.**

Evening Standard



## HOW TO APPLY

### To apply for this role:

Please download and complete the Personal Details Form from [our website](#), and return with a cover letter and your CV to [jobs@openairtheatre.com](mailto:jobs@openairtheatre.com) by no later than **11am on Monday 23rd February**.

Should you prefer to submit a video of yourself (lasting no more than 10 minutes) or a voice note (lasting no more than 10 minutes) instead of providing a cover letter, then please do.

First Round interviews are currently scheduled to take place on the **week commencing 2nd March**. We will notify you either way if you have been selected for interview or not.

Feedback will be provided to all first round interviewed applicants on receipt of a written request no later than 1 week after the date of interview. We regret that due to the volume of applications expected feedback cannot be provided to applicants who aren't invited to interview.

**Should you have access requirements or need any barriers removing in order to apply for this role and/or attend an interview, please e-mail [jobs@openairtheatre.com](mailto:jobs@openairtheatre.com).**

Regent's Park Open Air Theatre is an equal opportunities employer, and our recruitment process is open to all, regardless of disability, ethnicity, sexuality, gender identity, religion, caring responsibilities, and/or socioeconomic background. Our aim is to achieve greater diversity so that our organisation better reflects the society in which we live and work, and to foster an organisational culture that is inclusive, respectful and safe. We welcome and encourage applications from people of all backgrounds, perspectives, identities and lived experiences, and in particular those of the global majority and those who are disabled.

Regent's Park Open Air Theatre is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff to share this commitment. Successful applicants may be asked to undertake an Enhanced DBS check, dependent on the requirements of the role.

**Please click the following link to complete [this anonymous survey](#) which will help us to effectively monitor our Equity, Diversity & Inclusion work by identifying barriers to working or engaging with Regent's Park Open Air Theatre. Your responses will remain separate to your application and will be anonymised and kept confidential.**

**<https://www.surveymonkey.com/r/Y7V7PJS>**

