



Job Summary Wardrobe Manager

Fixed Term 3 Month Contract

Responsible to: Technical Director, Head of Costume

Salary: £536 per week plus overtime

Terms: The weekly salary is inclusive of hours worked between 9am – 11pm daily up to 43 hours per week, spread over six days. Hours outside of these parameters (including Sundays and bank holidays) will be paid at the appropriate overtime rate

Holiday: Holiday accrues at 12.1% and will be paid out at the end of the contract

Notice period: 2 weeks

The Production Department:

The Production Department creates, delivers and runs to the highest standards all the technical aspects of the Young Vic's productions and related projects in partnership with Directors, Designers and Project Leaders, achieving the artistic vision within the agreed parameters.

Members of the Production Department work closely and collaboratively together to realise the full potential of our productions. The successful candidate will work across lighting, sound and stage.

Job Description Wardrobe Manager

Responsible to: Technical Director, Head of Costume

Responsible for: Casual dressers and wardrobe assistants, WHAM show staff

Key Objective: To work as Wardrobe Manager to ensure the smooth running of *The Inheritance* Part 1 and 2 to the highest possible standards

Production Responsibilities:

- Manage any casual dressers and wardrobe assistants and WHAM show staff.
- Costume get-in to the dressing rooms.
- Manage the costumes during the technical rehearsals.
- Responsibility for the organisation and technical rehearsal of any quick changes in the show.
- Responsible for the budget for the running of the show.
- Responsible for organising the dry cleaning for the show if applicable.
- Repairs and purchasing of replacements where applicable.
- Communicate any costume notes with maintenance/laundry person and Head of Costume.
- To preserve the integrity of the costume design for the duration of the run.
- Costume get-out at the end of the run.
- To be familiar with all the Young Vic Company policies and contracts and operate them.

General:

- Any other reasonable duties required to assist the Costume Department or the Young Vic operation as a whole.
- To be familiar with and be personally responsible for acting within the equal opportunities policies of the Young Vic
- To be familiar with and act within the Young Vic Theatre Dignity at Work policy.
- To actively participate in and support the work experience programme of the Young Vic.
- To be an active and supportive member of the Young Vic staff team.
- To provide the highest level of customer and audience care and service at all times whilst a member of the Young Vic staff team.

Person Specification
Wardrobe Manager

Essential Skills

- Experience of wardrobe managing, dressing and running repairs.
- A working knowledge of sewing machines, overlockers and laundry equipment.
- Experience and an understanding of modern theatre production techniques.
- Ability to be creative and resourceful in problem solving.
- Ability to work well within a small dedicated production team.
- Ability to work with and support all other departments.
- Ability to remain calm, positive and professional when working under pressure.
- Excellent organisational and time management skills.

Desirable Skills

- Full clean driving licence.
- Computer literate on all Microsoft Office applications.
- Enthusiasm for and an interest in theatre.
- First Aid training.
- Health and Safety knowledge.
- Experience working in a producing theatre.