



## JOB DESCRIPTION

### BOOK OF DUST: WARDROBE ASSISTANT

**Salary:** Dependant on experience  
**Terms:** Fixed Term Contract ending 19 February 2022  
**Hours:** 46 hours average working week over 6 days Monday-Saturday

**Holiday:** Calculated pro rata  
**Reports to:** Head of Costume, Wardrobe Manager  
**Responsible for:** Assisting in the efficient working of the Running Wardrobe

**Location:** Bridge Theatre, 3 Potters Fields Park, SE1 2SG

#### **ABOUT LONDON THEATRE COMPANY**

London Theatre Company is a commercial theatre producing company led by Nicholas Hytner, Tim Levy and Nick Starr, with an emphasis on new work. Our intention is to create a culture, ethos and economic model that supports writers, directors, designers and actors to work at scale in a space that is complementary to those of the subsidised theatre and West End.

In 2020, we produced a new series of Alan Bennett's Talking Heads for BBC One. A new theatre in King's Cross is currently in development.

#### **ABOUT THE BRIDGE THEATRE**

The Bridge is London Theatre Company's first new theatre. It has a stunning riverside location on the south bank of the Thames, right by Tower Bridge and five minutes' walk from the transport hub of London Bridge station. It is designed by Haworth Tompkins, winners of the 2014 RIBA Stirling Prize for Liverpool's Everyman Theatre. It has 900+ seats and can be configured in end-stage, thrust and promenade formats.

The Bridge opened for the first time in October 2017, and since then has produced a variety of plays, including A German Life, a one-woman show starring Maggie Smith, and A Midsummer Night's Dream, an immersive reimagining of Shakespeare's classic. My Name is Lucy Barton, performed by Laura Linney, opened on Broadway in January 2020.

#### **ABOUT THIS ROLE**

As key team member supporting the Wardrobe Manager, you will work proactively toward establishing a first class Wardrobe Department on the Production.

You will be expected to work collaboratively with the Costume & Wardrobe team, as well as Cast & Company, to help achieve an efficient and smoothly running backstage environment.

This role is part of the Running Wardrobe team led by the Wardrobe Manager.

## **DUTIES AND RESPONSIBILITIES**

- In consultation with the Wardrobe Manager, you will work to daily & weekly deadlines, helping to prepare the costumes and maintain the costumes for each performance.
- Assisting in actioning the working jobs list as efficiently and effectively as possible
- Maintaining the costumes to an excellent working standard including levels of care and cleanliness. This will include, machine & hand sewing to a very high standard, as well as laundry.
- You should expect to act on emergency repairs and provide effective, efficient problem solving during the performance. You should keep the Wardrobe Manager informed regarding any issues that arise.
- You should expect to communicate clearly and promptly, with other team members, the Wardrobe Manager and Stage Management, as appropriate, should wider issues arise especially during the half and performance.
- You should expect to swiftly respond to such situations whilst maintaining a calm demeanour and making sure the usual tasks are disrupted as little as possible.
- You will participate in maintaining the integrity of the design after Press Night.
- You will be asked to assist with sourcing/buying/ delivering/ collecting items related to the show. A budget is held by the Wardrobe Manager, and you will keep good record and VAT receipts of any expenditure.
- You are expected to become familiar with the costumes and be prepared to alert the Wardrobe Manager of any damage or wear & tear or issues, for resolution.

In conjunction with the Wardrobe Manager, you will participate in supporting Dressers. This includes regular, informal checks- ins with Dressers as well as striving towards consistent high standards.

- In the event of there being Understudies for the show, it is expected that you will support in the processing and management of Understudy Costume as provided by the Costume supervisor.

# BRIDGE THEATRE

- In the event of Understudies going onstage in performance or for an Understudy run, it is expected that you will participate in providing support & cover, which includes being familiar with Understudy costumes & overall plot variations that will occur.
- *Expect the unexpected* – which could include an actor being late or ill, lines skipped during a performance and should work efficiently to accommodate these events wherever possible.
- A key aspect of this role is to establish good communications with the team, cast & company, helping to create an atmosphere which is professional and courteous, and ultimately helps solve problems promptly & efficiently.

## Pre-Tech Preparation Days

You will be invited in for prep days in the week before tech, to familiarise yourself with the technical & practical aspects of the Show, the Costumes, and the working environment.

In collaboration with the Wardrobe Manager,

- You will participate in moving out of the Rehearsal space, the packing and unpacking of costumes and accessories in a diligent manner.
- You will be responsible for checking off individual costume items and become thoroughly familiar with completed costumes – this will later include detailed information sharing & problem solving with Dressers.
- You should ensure that all items are present & in good working order, including accessories, in preparation for each stage of the tech process. This includes quick changing preparations.
- You will participate in accurately checking off hired costume items, marking up, making copies & storing HIRES paperwork and packaging; as well monitoring the appropriate use of these hired items.

In collaboration with team members, you will be setting up the dressing rooms, change areas, working out entrances & exits for the plot; transporting garments & rails; steaming and ironing, gathering & sharing information about the costumes; working out how to execute the actual changes efficiently & to time.

- As part of this preparation, you can expect to watch a rehearsal room run, which will be at a venue away from the theatre.

## Technical Rehearsals

- During the tech period you will be asked to focus on show plots, and practical costume management. This often includes off stage timed quick change practice with actors.

# BRIDGE THEATRE

The setting up of the overall plot sharing & backstage areas will occur with the input & oversight of the Wardrobe Manager.

- You should expect to search out & adapt to new information regarding changes, entrances & exits for the plot, and working out how to execute the actual changes efficiently & to time.
- You should expect to continue tasks to completion including managing labelling, completing alterations, breaking down, working thorough plot & costume lists, ensuring accurate distribution, shoe care, etc.
- You should expect to check on the successful completion of quick changes and where necessary finding effective solutions for the dresser and the actor in a courteous and sensitive manner.
- For each session you will be expected to be aware of the current call, and assist in checking that dressers have all the costumes required, some which may have been removed for alteration and laundering.

## Performances

Once we are into the show running period, post- Press Night, hours will be reduced, and you will be given a weekly rota. This is not set in stone but will be adhered to as much as possible.

- You will continue to participate in keeping an accurate & up- to -date record of daily notes, as well as processing of these in a timely fashion.
- There will be some laundry calls shared amongst the dressers, one or two per week, depending on the production and team structure. You should expect to provide up -to -date information and oversight for these calls.
- It is expected that you will participate helpfully & collaboratively with your colleagues. Sometimes this will mean changes to your established plot -This can occur especially in the case of Understudy performers going on.
- You will be supported in and expected to maintain high standards for the safe and appropriate use & storage of chemicals & products in line with COSHH regulations.

## **GET OUT**

- At the end of the run, you will be expected to fully participate in the Get Out period. This takes place in the days following the last performance.

## **Paperwork**

- You will be asked to type up a show plot within the first week of performances to share with the Wardrobe Manager & team.

# BRIDGE THEATRE

- You are expected to keep good record and VAT receipts of any expenditure. Training will be given for in-house procedures and systems.
- The Wardrobe manager should be informed, and the paper plot kept up to date if any alterations are made further into the run.
- With the Wardrobe Manager, you will assist in creating the show Bible- This will include taking photographic and detailed written records of costumes and accessories; as well as collating the most up to date show plots and understudy information.

## Person Specification

All candidates must have professional theatre experience.

- Essential A keen eye for detail in costume
- Practical sewing skills to a high level
- Ability to work in a focused & organised manner
- Excellent communication skills
- A positive and solution-oriented attitude
- Ability to work well within a team, in a fast-paced environment
- Confident in taking initiative and working independently
- Calm under pressure and resilient in meeting new challenges
- Punctual and reliable
- Proven skills working with a wide variety of company members

**Responsible to:** Head of Costume

**Terms:** The hours are scheduled around a 46-hour average working week over 6 days, to reflect production periods and performance schedules

## TO APPLY

Please email [recruitment@londontheatrecompany.co.uk](mailto:recruitment@londontheatrecompany.co.uk) with a copy of your up to date CV in either **PDF or word document format** as well as a covering letter detailing why you are interested in the role.

Please identify which role you are applying for in the subject line of your email.

We also ask that you complete an [Equal Opportunities Monitoring Form](#) either via this link or via our website.

Deadline for applications: **Monday 27 September 2021 12pm**

Interviews will most likely take place week commencing **w/c 27 September 2021** with first round interviews likely taking place over video call before being invited onto site for a 2nd round.

This role has a start date of **14 November 2021**



Fixed term contract end date is **19 February 2022**

For more information, please visit [www.bridgetheatre.co.uk](http://www.bridgetheatre.co.uk) or email [recruitment@londontheatrecompany.co.uk](mailto:recruitment@londontheatrecompany.co.uk)

If you have any queries, please contact [recruitment@londontheatrecompany.co.uk](mailto:recruitment@londontheatrecompany.co.uk)

*We are an equal opportunities employer and value diversity. We encourage applicants from all backgrounds and different experiences.*