



Deputy Head of Costume

JOB DESCRIPTION

Salary:	£38,750-40,300 per annum, subject to experience
Terms:	Full time, permanent. Flexible working based around a 44-hour average working week, over 6 days. Hours are averaged to allow for peak production times, with TOIL accruable for hours worked beyond this.
Holiday:	34 days per year (including bank holidays), increasing with length of service
Reports to:	Head of Costume
Location:	Bridge Theatre, 3 Potters Fields Park, SE1 2SG
Start Date:	Ideally 4th November 2024
Probationary Period:	4 Months
Notice Period:	1 Month during probation, 3 months thereafter

ABOUT LONDON THEATRE COMPANY

London Theatre Company is a commercial theatre producing company led by Nicholas Hytner 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. A new venue in King's Cross, Lightroom, opened in 2023.

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, premiered at the Bridge, and opened on Broadway in January 2020; *Straight Line Crazy* with a cast led by Ralph Fiennes, transferred to New York in the autumn of 2022.

The Bridge's first musical, an immersive reimagining of *Guys & Dolls* will play until 4th January 2025. *Richard II* opens in February 2025.

ABOUT THIS ROLE

This role forms part of a permanent, in-house team based at the Bridge Theatre, with responsibilities to support the creation of new productions, and to manage the running of current shows. Your main responsibility is assisting (and deputising for) the Head of Costume to oversee and dynamically support all costume responsibilities across London Theatre Company's varied programme.

You will be expected to work collaboratively as an integral part of the permanent Bridge Theatre Technical team, whilst also working alongside incoming cast, creatives, stage management teams, and technical show-running staff to ensure a first class level of production, and an efficient and smoothly-run backstage environment.

DUTIES AND RESPONSIBILITIES

- Attending design meetings, meet-and-greets, read throughs, rehearsals, production meetings and debriefs as necessary during production periods.
- Collaborating dynamically with incoming Designers and Costume Supervisors to support the interpretation and realisation of their costume designs and ideas to an exceptional standard, and in the most appropriate and cost-effective way. This may include working with stock items, hired items, new makes, and purchases.
- Supporting the fittings process for new cast/cast changes, including: taking and distributing cast measurements; helping to liaise with stage management, designers and makers on scheduling; preparing and clearing preparation and fittings spaces; technical fitting skills; managing fittings outcomes in terms of photographs, written notes, shopping lists and staff organisation.
- Generating, collating and distributing show paperwork as necessary both within the Costume department (including Wardrobe and WHAM teams) and, where relevant, with the wider production team and/or Bridge Theatre staff.
- Helping the Costume Supervisor to create, and contributing to, physical and digital show bibles to ensure an excellent record is made of costume items, fabrics, makers and suppliers used by main cast, understudy cast and any additional costumed performers or crew.
- Helping to recruit and manage first-class Wardrobe and Wigs, Hair & Make Up (WHAM) Departments for the Bridge Theatre, with skills and experience relevant to the incoming production.
- Working with the wardrobe and WHAM teams to facilitate the smooth delivery of appropriate costume support during all rehearsals, technical rehearsals and understudy rehearsals, in preparation for the run of the show.
- Working closely with the Head of Costume to support the Wardrobe and WHAM Managers in the running of the show, to ensure that established designs and show plots are maintained to a high standard, and that teams work with a positive professional attitude at all times.
- Supporting the costuming of promotional events, photoshoots, and filmed appearances for current and future productions, as required by London Theatre Company.
- Helping to formulate production budgets, and manage petty cash spending; creating a log of expenditure and processing your spending via accounting software.
- Adhering to, and helping to generate, appropriate Health and Safety policies, risk assessments and documentation as is required by the Bridge Theatre and the needs of individual productions.
- Undertaking occasional Technical Manager duties, in the form of scheduled shifts shared across all departments of core technical staff. Training will be provided for this work.
- Helping to manage the get-out process including accurate management of costume returns paperwork & receipts; coordinating the diligent return of hired & loaned items, as well as returning stock returns to the Bridge Costume Store as needed.

- Helping to manage the offsite Costume store including unpacking, rehangings, stock taking, and organising collections and deliveries for the theatre & rehearsal rooms.
- Engaging in staff training, development and planning processes to support and improve the work practices of the Costume department, and the Bridge Theatre.
- Building and maintaining good relationships with suppliers and outside contractors.

PERSON SPECIFICATION:

Essential:

- Minimum 5 years' experience working in costume at a high-level of professional theatre (or opera/dance equivalent) either in building-based or freelance roles.
- Senior professional work credits in one or more of the following areas: costume supervision; costume making/alterations; wardrobe management.
- Good knowledge of theatrical costume techniques relevant to the preparation and staging of theatrical productions at the highest level.
- A strong understanding and enthusiasm for the production process.
- A flexible, problem-solving approach to changing schedules, priorities and show needs.
- Ability to maintain a good working atmosphere, and encourage a positive professional attitude amongst colleagues, and visiting collaborators.
- The ability to work well under pressure in a collaborative environment.
- Excellent communication skills.
- Discretion and respect for confidentiality, in both professional and pastoral settings
- Strong time management, financial and organisational skills.
- Basic (or higher) level of computer literacy.

Desirable:

- Experience of working in a Producing House theatre.
- Experience managing staffing requirements and workloads within a team.
- Specialist practical skills: e.g. dyeing and breaking down; costume prop making, etc.
- Familiarity with professional Wigs, Hair and Makeup processes.
- First Aid and/or Mental Health First Aid qualifications.
- Experience of working on NT Live or similar recorded/live-streamed performances.

HOW TO APPLY

To apply: please email recruitment@londontheatrecompany.co.uk with your CV and covering letter about why you would like to be considered for the position. We also ask that you complete an Equal Opportunities Monitoring Form either via [this link](#) or via our website.

Deadline for applications: **5:00pm Wednesday 25th September 2024**

Interviews will take place between: **30th September - 2nd October 2024**

For more information or if you have any queries please visit [our website](#) or email recruitment@londontheatrecompany.co.uk

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