

## **Deputy Wardrobe Manager - *The Lady from the Sea***

### **JOB DESCRIPTION**

<b>Start Date:</b>	Wednesday 27 August 2025
<b>Salary:</b>	£750.00 per week
<b>Terms:</b>	Fixed Term Contract until Friday 14 November 2025 (11.5 weeks)
<b>Hours:</b>	46 hours average working week over 6 days Monday-Saturday
<b>Holiday:</b>	6.2 weeks per year (including bank holidays) pro rata
<b>Reports to:</b>	Head of Costume; Wardrobe Manager
<b>Location:</b>	Bridge Theatre, 3 Potters Fields Park, SE1 2SG
<b>Probationary Period:</b>	1 month
<b>Notice Period:</b>	4 weeks' notice during probation; 5 weeks 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, opened on Broadway in January 2020 and *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 award-winning immersive reimagining of *Guys & Dolls* played for 2 years, closing in January 2025, followed by *Richard II* starring Jonathan Bailey.

### **ABOUT THIS ROLE**

Your main responsibility is supporting the Wardrobe Manager to manage a first-class Wardrobe Department for the Bridge Theatre's production of *The Lady from the Sea*. This role sits within the Costume team overseen by the Head of Costume.

You will work closely with the Head of Costume, Deputy Head of Costume (Costume HODs) and Wardrobe Manager, and with visiting Designers and Costume Supervisors, as they prepare a new production, and subsequently help manage the wardrobe team throughout the run. You will be expected to work collaboratively with other cast, company and technical colleagues, to

help achieve an efficient and smoothly-run backstage environment, and to deliver exceptional onstage production values.

## **DUTIES AND RESPONSIBILITIES**

- You will be required to familiarise yourself thoroughly with the technical & practical aspects of an incoming show, its' design, and the working environment, including the health and safety aspects.
- You will aid the Wardrobe Manager in the daily line management of the Wardrobe team, with the support of the Costume HODs, and, on occasion, the CM/CSM. This will include helping to establish and monitor workloads, hours and rotas, and ensuring that appropriate breaks are taken.
- You should expect to work on the day-to-day show running including undertaking presets, and checks as needed before each performance. In the absence of the Wardrobe Manager, you will have overall responsibility for the appropriate costume articles being in the right place at the right time for each performance.
- In collaboration with the Wardrobe Manager, you will be responsible for costume care throughout the run, including the repair of any damage or wear & tear, as well as the daily laundry, cleaning, management and maintenance. This includes the management and maintenance of understudy costumes, but may additionally include Band, Front of House or Stage Management costumes.
- You are responsible for supporting the successful functioning of the Wardrobe Room, including maintaining laundry appliances, costume equipment and kits for the dressing rooms and backstage areas. Yourself and the Wardrobe Manager will be supported in this, as needed, by the Costume HODs.
- You will collaborate with the Wardrobe Manager in allocating, managing and purchasing day to day supplies and completing stock takes to ensure efficient show running is maintained. This includes haberdashery, notions, tools, scissors, hosiery and show underwear. On occasions where no Wigs, Hair and Makeup team is engaged for the production run, this may additionally include toiletries and other cosmetic supplies for the use of cast members.
- You will strive to maintain a good working atmosphere and encourage a positive professional attitude, setting a good example in your relationships and excellent communication with the wardrobe team, the cast, other company members and core building staff.
- You will help to manage the safe and appropriate use and storage of chemicals and hazardous products in line with COSHH regulations and the safety procedures of the company. You will support the wardrobe team in observing COSHH guidance, and other building safety protocols including building evacuations, invacuations and safe working procedures.
- In the absence of the Wardrobe Manager, you will deputise for them, and assume their duties in a respectful and diligent way. This may include attending meetings; supporting rehearsals; participating in fittings; as well as liaising with Costume HODs, cast, stage management, WHAM, Sound and other technical team colleagues. Upon their return, you will brief the Wardrobe Manager clearly on works undertaken during their absence.

- You may be expected to participate in occasional work at the offsite costume store including unpacking, rehangng, stock taking, collections and deliveries for the theatre/rehearsal spaces.
- You may be asked to participate in supporting the costuming of promotional events, photoshoots, and filmed appearances for current and future productions, as required by London Theatre Company.

## **Rehearsals, Prep & Technical Rehearsal (including Cast Changes)**

- You will be involved in supporting the costuming of any incoming cast members. This will usually include assisting the Costume Supervisor at the Rehearsal Room alongside the Head of Costume, Deputy Head of Costume and Wardrobe Manager. As is possible in line with your other duties, you should expect to contribute to the fittings process and show shopping for new cast members, as well as labelling and alterations in the rehearsal/ pre- tech period.
- You should be proactive in finding out and adapting to new information regarding schedule changes, quick changes, entrances and exits for the plot, and working out with the Wardrobe Manager and team members how to execute the actual changes efficiently and to time.
- You will assist in managing the establishment and revision of show plots, and will strive to maintain a high standard in the practised execution of changes/quick changes. This may include off-stage timed quick-change practice with actors: you will support the team in organising such practices, and help to ensure their success by practical means and good people management.
- You will help the Wardrobe Manager adhere to and adapt an understudy plot which is workable with the available staff, should an understudy be sent on stage. These are established with the support & input of the Costume Supervisor and Costume HODs, as well as the Assistant Director.
- You will be responsible for promptly declaring to the Wardrobe Manager and Costume HODs any damage, functional issues and replacements that may be needed during the run. This includes potential costs incurred from damage to hires, so that solutions and resolutions can be agreed upon with our suppliers.

## **Show Running & Staff Rotas for Performances**

- The Costume Supervisor will hand over the running and care of all established designs by Press Night. You should expect to become quickly familiar with the stock, hired or made costumes, the way they should be worn, and their care needs.
- Once in the show running period, post Press/Gala Night, working hours will be expected to be reduced for the wardrobe team, in order to keep average hours down.
- You will help the Wardrobe Manager to establish and manage a weekly rota for members of the team in collaboration with the Costume HODs. Holidays, sick days and any float days, will be covered in a reasonable fashion: your duties may include organising cover dressers, laundry staff or other auxiliary show staff.
- You will help to support the established work of the Costume Designer, and Costume Supervisor during the running of the show. You will consult with Costume HODs if replacements or repairs are needed throughout the run that may affect the integrity of established designs.

- At the end of the run, you will assist the Wardrobe Manager in managing and facilitating the Get Out: coordinating the diligent reinstatement and return of hired/loaned items, as well as returning stock returns to the Bridge Costume Store as needed.

## **Paperwork, Expenditure logs & business relationships with Suppliers**

- You will be asked to type up comprehensive show notes and a plot within the first week of performances, and help to supervise the writing of clear and comprehensive show notes by other team members. These should include costume lists and understudy plots.
- On the occasion of cast changes or significant reorganisations of show staff, you will collaborate with the Wardrobe Manager to revise and maintain functionally up-to-date show notes and paperwork, making sure cast changes or similar are written up to a usable standard within a reasonable time frame.
- You will be expected to work within the Wardrobe running budget when handling cash and receipts. You will support the Wardrobe Manager in creating a log of departmental spending and assist in the budgeting for show running costs such as shoe maintenance, hosiery, show underwear and dry cleaning.
- Throughout the course of the run, and by the end of the penultimate week (or any other date agreed in advance) the Wardrobe Manager will be required to create a Wardrobe Bible with photos and dressing notes as well as other relevant information: you will be asked to support this process, and contribute materials when needed. This bible will be stored alongside the Costume Supervisors Costume Bible as part of the show archive.
- You will contribute to our work with suppliers such as hire houses. This may include handling original paperwork, creating copies and safely storing hires and loans information, as well as the accurate and diligent management of hire paperwork.
- You will help the Wardrobe Manager to adhere to returns deadlines and conditions as set out in hires paperwork. You will support the creation of thorough paper trails when coordinating the return of hired & loaned items at the appropriate time.

## **PERSON SPECIFICATION:**

### **Essential:**

- Minimum 3 years' experience working in wardrobe management at a high-level of professional theatre (or opera/dance equivalent) either in building-based or freelance roles.
- Proven experience, and a broad knowledge of theatrical costume techniques relevant to the preparation, staging and maintenance 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.
- Experience managing or supporting staffing requirements and workloads within a team.
- Ability to demonstrate and encourage a positive professional attitude amongst your own team, wider groups of 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 and organisational skills.

**Desirable:**

- Experience of working in a Producing House theatre.
- Specialist practical skills: e.g. dyeing and breaking down; costume prop making, etc.
- Some familiarity with professional Wigs, Hair and Makeup processes.
- Experience of working on NT Live or similar recorded/live-streamed performances.

**HOW TO APPLY**

**To apply:** please email [recruitment@londontheatrecompany.co.uk](mailto: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:** Tuesday 15 July, 12 noon

**Interviews will take place on:** Monday 21 & Tuesday 22 July 2025

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

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