

WARDROBE ASSISTANT – *Into The Woods*

JOB DESCRIPTION

Start Date:	Monday 17 November 2025
Salary:	£740.00 per week
Terms:	Fixed Term Contract until Thursday 23rd April 2026 (22.6 weeks)
Hours:	46 hours average working week over 6 days Monday-Saturday
Holiday:	6.2 weeks per year (including bank holidays) pro rata
Reports to:	Head of Costume
Location:	Bridge Theatre, 3 Potters Fields Park, SE1 2SG
Probationary Period:	1 month
Notice Period:	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, has recently opened.

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; a revival of our hit production of *A Midsummer Night's Dream*, and Simon Stone's *The Lady From The Sea* with Alicia Vikander and Andrew Lincoln.

ABOUT THIS ROLE

You will be a key team member supporting the Wardrobe Manager in running a first-class Wardrobe Department for the Bridge Theatre's production of *Into The Woods*.

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. 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 and 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 and 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 and for the duration of the run..
- 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 records 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 and Deputy 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.
- In the event of Understudies going onstage in performance or for an Understudy run, it is expected that you will participate in providing support and cover, which includes being familiar with Understudy costumes and overall plot variations that will occur.
- *Expect the unexpected* – which could include an actor being late or ill, lines skipped during a performance: you should work efficiently to accommodate these events wherever possible.
- A key aspect of this role is to establish and 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.

Rehearsals, Prep & Technical Rehearsal (including Cast Changes)

You will be invited in for prep days in the week before tech, to familiarise yourself with the technical and 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 and 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 and storing hires paperwork and packaging; as well monitoring the appropriate use of these hired items.
- As part of this preparation, you can expect to watch a rehearsal room run, which will be at a venue away from the theatre.
- In collaboration with team members, you will be setting up the dressing rooms, quick-change areas, working out entrances and exits for the plot; transporting garments and rails; steaming and ironing; gathering and sharing information about the costumes; working out how to execute the actual changes efficiently and to time.
- 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. The setting up of the overall plot sharing and of the backstage areas will occur with the input and oversight of the Wardrobe Manager.
- 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 should expect to continue tasks to completion including managing labelling, completing alterations, breaking down, working thorough plot and 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 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 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 and 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 and storage of chemicals & products in line with COSHH regulations.
- 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 and team.
- You are expected to keep good records 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.
- You will assist the Wardrobe Manager and Deputy Wardrobe Manager 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:

Essential:

- Minimum 3 years' experience working in professional theatre wardrobe (or opera/dance equivalent) either in building-based or freelance roles
- A keen eye for detail in costume
- Practical sewing skills to a high level
- Ability to work in a focused and 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
- Discretion and a respect for confidentiality.
- Punctual and reliable
- Proven skills working with a wide variety of company members

Terms: Working hours are scheduled around a 46-hour average working week over 6 days, to reflect production periods and performance schedules. Weekly hours will be higher during technical rehearsal/preview periods, and then adjusted to be lower post-Press Night, to help maintain the 46-hour average working week.

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: Tuesday 16 September 2025, 12 noon

Interviews will take place between: 29 September – 3 October 2025

Please note: Shortlisted candidates will be contacted regarding interviews during the week beginning Monday 22 September.

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.