



## Wardrobe Manager - *The Oresteia*

### JOB DESCRIPTION

<b>Start Date:</b>	<b>Wednesday 17th June 2026</b>
<b>Salary:</b>	£800 per week
<b>Terms:</b>	Fixed Term Contract until Wednesday 23rd September 2026 (14 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
<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 has since produced a variety of plays, musicals and events including *A German Life*, a one-woman show starring Maggie Smith. *My Name is Lucy Barton*, performed by Laura Linney, and *Straight Line Crazy*, with a cast led by Ralph Fiennes, both transferred onwards to New York. The Bridge's first musical, an award-winning immersive reimagining of *Guys & Dolls*, played for 2 years, closing in January 2025. This was followed by *Richard II* starring Jonathan Bailey; a revival of our hit 2019 production of *A Midsummer Night's Dream*, and Simon Stone's *The Lady From The Sea* featuring Alicia Vikander and Andrew Lincoln. A new production of Stephen Sondheim's musical *Into The Woods* opened in December 2025, and will play until Spring 2026.

#### ABOUT THIS ROLE

Your main responsibility is managing a first-class Wardrobe Department for the Bridge Theatre for the Bridge Theatre's production of *The Oresteia* directed and adapted by Simon Stone. 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 manage the Wardrobe team, with the support of the Costume HODs, and, on occasion, the CM/CSM. You will monitor workloads, manage hours and rotas, and ensure 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. You will have overall responsibility for the appropriate costume articles being in the right place at the right time for each performance.
- You will be responsible for costume care throughout the run, undertaking and managing 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.
- You are responsible for maintaining the Wardrobe Room, including laundry appliances, costume equipment and kits for the dressing rooms and backstage areas, with support from the Costume HODs.
- You will be responsible for 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.
- 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 your team, the cast, other company members and core building staff.
- You will be responsible (in collaboration with the Costume HODs) for 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 may be asked to contribute to the creation of Risk Assessments, Method Statements, and other building safety procedures. You will brief your team, and support them in observing COSHH guidance, and other building safety protocols including building evacuations, invacuations and safe working procedures.
- In the absence of Costume HODs, you may be asked to be responsible for liaising with stage management to set up and manage costume calls (e.g. fittings) according to the requirements of the show. This may also involve coordinating calls with WHAM, Sound or other technical team colleagues.
- You may be required to participate in occasional work at the offsite costume store including unpacking, rehangs, 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 the production, 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 may include assisting the Costume Supervisor at the Rehearsal Room alongside the Costume HODs. As is possible in line with your other duties, you should expect to participate in fittings and show shopping for any new cast members, as well as labelling and some alterations in their 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 show; working out with team members how to adapt actual changes efficiently and to time.
- You will manage the establishment and revision of show plots, and 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 your team in organising such practices, and ensure their success by practical means and good people management.
- If there are understudies in the cast, you will be responsible for adhering to and adapting 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 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, helping the company maintain good relationships 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, as established by the Designers and Costume Supervisor on Press Night.
- Once in the show running period, post Press/Gala Night, working hours will be expected to be reduced for yourself and your team, in order to keep average hours down.
- You will be responsible for managing a weekly rota for yourself and other members of the team in collaboration with the Costume HODs. Holidays, and any float days, should be covered in a reasonable fashion, including organising cover dressers, laundry staff and other auxiliary show staff.
- You will work closely with the Head of Costume, Deputy Head of Costume and the Costume Supervisor while you are responsible for the running of the show and the maintenance of established designs. You will consult with them if replacements or repairs are needed throughout the run that may affect the integrity of those designs, and strive to honour set budgets, and the designs of the Costume Supervisor and Designer at all times.
- At the end of the run, you will manage and facilitate the Get Out and onward journey of the costume: coordinating the diligent reinstatement and return of hired/loaned items; laundering and packing costume for future use; returning stock returns to the Bridge Costume Store, as required.

## **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 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 be expected 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 to a Wardrobe running budget including handling cash and receipts. You will be expected to create a log of expenditure alongside our receipts management tools to assist in the budgeting for show running 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) you will be required to create a Wardrobe Bible with photos and dressing notes as well as other relevant information. This will be stored alongside the Costume Supervisors Costume Bible.
- Working with our suppliers such as hire houses, handling original paperwork, creating copies and safely storing hires and loans information, and with accurate and diligent management of hire paperwork.
- You will be aware of, and adhere to, returns deadlines and conditions as set out in hires paperwork. You will be responsible for creating thorough paper trails when coordinating the return of hired & loaned items at the appropriate time.

## **PERSON SPECIFICATION:**

### **Essential:**

- Minimum 5 years' experience working in wardrobe management at a high-level of professional theatre (or opera/dance equivalent) either in building-based or freelance roles.
- Good knowledge of theatrical costume techniques relevant to the preparation and staging of theatrical productions at the highest level.
- Proven experience, and a broad knowledge of, clothes care and costume maintenance techniques.
- A strong understanding and enthusiasm for the production process.
- A flexible, problem-solving approach to changing schedules, priorities and show needs.
- Experience managing staffing requirements and workloads within a team.
- Ability to maintain a good working atmosphere, and encourage a positive professional attitude amongst your own teams, 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, financial and organisational skills.
- Basic (or higher) level of computer literacy.



**Desirable:**

- Experience of working in a Producing House theatre.
- Specialist practical skills: e.g. dyeing and breaking down; costume prop making, etc.
- 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](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:** 6:00pm, Friday 8th May 2026

**Interviews will take place between:** 12 - 14th May 2026

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.*