

ROYAL & DERNGATE NORTHAMPTON

Royal & Derngate Job Description

Department: Wardrobe

Job Title: Deputy Head of Wardrobe

Responsible To: Head of Wardrobe

Responsible For: Casual & Freelance Staff

Job Purpose: To act as the principal cutter and maker for the department, and deputising for the Head of Wardrobe.

Key Task Areas:

- To cut and make costumes for R&D's productions, and other projects in which the theatre have an interest.

This includes but is not limited to:

- Making pattern blocks for costumes/costume elements and costume props
- Pattern cutting to design requirements or draping on stand
- Preparing fabrics for use including dying/painting/breaking down
- To assist in the procuring of materials for all elements of required costume making
- To otherwise source costumes and fabric by purchasing or hiring
- To make or obtain accessories
- To alter, adapt or repair stock costumes accurately and sympathetically as required using personal and creative skills finding solutions to problems and employing different construction techniques and identifying any construction issues when they arise
- To work alongside designers, the Head of Wardrobe and the Production Manager to ensure that all costumes come as close as possible to the designs and to the highest possible standard
- To act as Costume Supervisor for our smaller in-house productions if required
- To maintain costumes (including washing/ironing), shoes, accessories, tools and working areas to the highest standards
- To work with incoming production staff, as required
- To measure actors and undertaking fittings as required
- To assist in any returns of costume elements as and when necessary
- To assist the Head of Wardrobe in efficient and effective management and administration of the department, supervising any permanent and/or freelance staff, and undertake duties as required in their absence.
- To maintain stock costumes and shoes to the highest standard



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- To play a vital part in the setting up, running of and maintenance during our in house produced productions

Additional Responsibilities:

- Promote and adhere to the organisation's culture and values.
- To support in creating a safe, pleasant, respectful and productive work environment setting an example of positive professional standards.
- To be aware of and adhere to any legislative requirements consistent with the overall duties of this post, with particular regard to Health and Safety policies and procedures, General Data Protection Regulations and Equal Opportunities.
- To be aware of and adhere to policies and procedure related to Lone Working.
- To be aware of and adhere to policies and procedure related to Safeguarding.
- To promote an environmentally sustainable workplace, adhering to the Theatre Greenbook initiative.
- To undergo relevant training and development required by the Head of Wardrobe, Head of Production and wider organisation.
- To carry out any other tasks that will, from time to time, be allocated by the Head of Wardrobe on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.

It is a requirement of Northampton Theatres Trust that all colleagues work in a flexible manner compatible with their jobs and in line with the objectives of the company. This job description is a guide to the key duties, responsibilities and tasks for which the jobholder is accountable but due to the nature of the business, the specific responsibilities and activities may vary and develop over time. Therefore, this job description should be seen as indicative and not as a permanent, definitive and exhaustive statement.

This post will be subject to an Enhanced Disclosure Check with the Criminal Records Bureau



Royal & Derngate Person Specification

Essential Experience:

- A diverse range of textile handling, pattern drafting, cutting and making
- A minimum of 2 years experience of theatre costuming ideally within a producing theatre
- Wardrobe department scheduling
- Material sourcing

Essential Knowledge/Qualifications:

- A good working knowledge of relevant costume making tools and machinery
- Theatre costume cutting and making skills to a high standard
- A recognised qualification in pattern drafting/making
- History of fashion

Essential Skills/Abilities:

- Ability to communicate and collaborate effectively with relevant production and creative staff
- Able to deputise for the Head of Department in their absence
- Able to plan workload effectively and creatively with the ability to work to strict deadlines
- Able to work as part of a team with excellent interpersonal skills
- Initiative to work alone with minimum supervision
- Positive and flexible approach to problem solving with attention to detail
- Computer literate
- Flexible and friendly manner at all times
- Flexibility with working hours to suit business needs

Desirable Experience:

- Budget control
- Supervising a team

Desirable Knowledge/Qualifications:

- Driving license
- GDPR
- Health & Safety At Work Act 1974 and other legislative requirements



**Royal & Derngate
Person Specification**

Desirable Skills/Abilities:

- Understanding of wigs, hair and makeup requirements
- Millinery



Royal & Derngate Terms & Conditions

Job title:

Deputy Head of Wardrobe

Contract:

Full-time Permanent

Hours of work:

37 hours per week, working flexibly to include some evenings and weekends as required to support busy periods and production weeks to ensure the successful delivery of shows.

Salary:

£28,606.61 per annum

Paid monthly on 20th of each month

Work location:

Wardrobe Department, St. John's Multi Storey Car Park, Swan St, Cotton End, Northampton, NN1 1HA and Royal & Derngate, 19-21 Guildhall Road, Northampton, NN1 1DP.

Holidays:

Annual leave year is April to March

31 days per annum including statutory holidays (pro-rata in first year)

33 days per annum per annum after 3 years continuous service

36 days per annum after 5 years continuous service

Pension Scheme:

Contributory staff pension – 5% employee and 3% employer

NTT pension scheme is provided by NOW pensions

NTT will contribute after 3 months service

Benefits:

Free Employee Assistance Programme run by Health Assured

Complimentary tickets available on selected shows throughout the year

10% discount at our bars and theatre shop

Employment Subject to:

Satisfactory references

Compliance with Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2016



**Royal & Derngate
Terms & Conditions**

Six-month probationary period