



THE STANDARD OF LIVING – WEST END

HEAD OF WARDROBE – Job Description

Reports to Company Manager, Production Manager and General Manager

The Show

A brand new world-premiere play from the Olivier Award-winning playwright, **James Graham** (Punch, Dear England, Labour of Love) explodes into the West End for a strictly limited 12-week season.

Directed by multi award-winner **Nicholas Hytner** (The History Boys, One Man, Two Guvnors, Giant) and starring Olivier Award winner **Rory Kinnear** (Skyfall, The Diplomat) and Royal Ballet principal **Natalia Osipova** in her West End debut, this blazing new play tells the astonishing story of rebel economist and member of the Bloomsbury Group, **John Maynard Keynes**.

Husband to ballerina Lydia Lopokova. Lover to Duncan Grant. Friend to Virginia Woolf. Keynes moves between the corridors of power in Whitehall and the intoxicating freedom of a radical circle of artists, writers and lovers – all determined to live differently.

Purpose of Job

The Head of Wardrobe is responsible for the preparation and maintenance of all costumes and the smooth running of the wardrobe department, including supervision of all wardrobe staff. It is the Head of Wardrobe's responsibility to ensure the Designer's original specification and look of the production is maintained.

Duties and responsibilities include, but not limited to:

- Being responsible for all aspects of the planning, supervision, and maintenance of all costumes in the show for performances, press/marketing photography and press/marketing performances ensuring the Designer's original specification and look of the production is maintained;
- Managing the Wardrobe department (including venue staff and deps), including recruitment, line management, recording of hours and training;
- Managing, supervising and scheduling members of the Wardrobe department including the Wardrobe Deputy, Assistant and Dressers;
- Updating and supervising the dressing plots undertaken by the Wardrobe staff;
- Acquiring a familiarity with all plots/tracks within the department in order to provide absence cover for other members of the department as required, in addition to ensuring that the department is trained to cover other plots/tracks as required;
- Working collaboratively as a department with other technical departments, stage management, the acting company, and resident creative team members to ensure the efficient flow of information as necessary for the smooth running of the show;
- Ensuring all costumes are cleaned and ready for each performance;
- Coordinating the supply of all equipment and consumables required to run the show within budget as approved by the Company/General Manager. Keeping the petty cash documentation up to date;
- Compiling and keeping updated department cue sheets and other relevant show paperwork including the wardrobe show running bible (including photo references);
- Liaising with the Company Manager/creative team regarding daily cast changes and preparing the costume changes accordingly;
- Maintaining the artistic standard of the production;
- Being present for all rehearsals, show calls, maintenance calls, get-ins, fit-ups and get-outs as required;
- Dealing with emergency repairs to costumes;



- Recognising where maintenance work needs to be carried out on a costume outside of the theatre and to bring this to the attention of the Production/General Manager so this may be scheduled to ensure no show delays;
- Ensuring that work materials and all costumes are kept in a tidy and secured manner;
- Ensuring that security, safety and good housekeeping procedures for the department are properly carried out;
- Complying with the Manager's Health and Safety and other policies and ensuring departmental staff do the same at all times; and
- any other duties as may be reasonably required or as instructed by the creative team, Company Manager and General Manager from time to time.

Person Specification

The post-holder must have the following:

- Extensive experience with styling and dressing for live performance/theatre
- Strong sewing skills
- Confident and friendly team leader
- Excellent communication skills and a strong team player capable of supporting team members in solving problems and teaching skills
- The ability to run a busy department
- The ability to adapt work in accordance with performance requirements
- The ability to manage speciality cleaning of theatrical costumes and the repair/maintenance of costumes
- Strong organisation and administrative skills

Outline of Terms and Conditions

TITLE OF POST:	Head of Wardrobe
START DATE:	ASAP
CONTRACT:	Fixed term to December 2026
KEY DATES:	Rehearsals commence: w/c 17 August 2026 Load in/Technical Rehearsals commence: w/c 7 September 2026 First Performance: w/c 14 or 21 September 2026 Opening Night: TBC (w/c 28 September 2026) Final performance: 12 December 2026
SHOW SCHEDULE:	8 performances Monday-Saturday Ad hoc rehearsal and press/marketing calls
PAY:	Competitive and in line with industry standard
PROBATIONARY PERIOD:	6 weeks
NOTICE PERIOD:	Without notice during probationary period, not less than two weeks' notice from the Producer once probation is completed.

The Head of Wardrobe is expected to comply with the Manager's policies as shared at contracting stage. Policies include: Social Media, Anti-Harassment & Bullying, Alcohol, Smoking & Other Substances, Health, Safety & Well-Being, Children and Young People Safeguarding and all other policies outlined in the accompanying Staff Handbook.

**Application Procedure**

To apply, please send a CV and a short covering letter (no more than one page) outlining your suitability for the role, together with a completed Equal Opportunities Monitoring Form to recruitment@shortstreet.co.uk by **Thursday 20th August 2026, 5pm.**

SUBJECT LINE: *[Show Name], [Role], [Your Name]*

CV: *[Your Name] – CV*

Please note all applicants must have the right to work in the UK.

We are committed to embracing diversity and inclusion across all departments and recognise that relevant skills and experience may come from a non-theatre work setting or home context. Flexible working practices will be considered.