



THE GUILTY – WEST END



WARDROBE MANAGER – Job Description

Reports to Company Stage Manager, General Manager and Producers

The Show

Following a sold-out run at the Donmar, **The Guilty** starring **Russell Tovey** (The History Boys, Angels in America) transfers to the West End. Directed by **Felix Barrett** (Artistic Director of Punchdrunk) and written by award-winning writer **Chloë Moss**, *The Guilty* is a visceral and “thrilling shot of theatrical adrenaline” (The Standard).

Yes, I can help you. That’s what I’m here for.

Russell Tovey is troubled police officer Joe, stuck on desk duties, who takes a desperate 999 call from Emily. As he scrambles to decode fragmented clues from a woman in danger, a heart-stopping thriller unfolds. In a night filled with unsettling twists, Joe has a mounting sense that nothing is quite as it seems.

Purpose of Job

The Wardrobe Manager is responsible for the preparation and maintenance of all costumes and the smooth running of the wardrobe department, including the supervision and management of any staff within the department. 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:

- Responsible for all aspects of the planning, 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
- Support the Costume Supervisor in delivering the costume design to meet the Designer’s specification
- Manage, supervise, and schedule members of the Wardrobe team, in accordance with BECTU guidelines
- Work collaboratively with other departments to ensure the smooth running of the show
- Ensure all costumes are cleaned and ready for each performance
- Coordinate the supply of all equipment and consumables required to run the show within budget as approved by the Company Stage Manager /General Manager. Keeping the petty cash documentation up to date
- Liaise with the CSM/Resident Artistic staff regarding daily cast changes and prepare the costume changes accordingly
- Attend rehearsal, technical, dress and costume understudy rehearsals as required
- Deal with emergency repairs to costumes
- Recognise 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
- Ensure that work materials and all costumes are kept in a tidy and secured manner
- Ensure that security, safety and good housekeeping procedures for the department are properly carried out
- Being present for all rehearsals, show calls, maintenance calls, get-ins, fit-ups and get-outs as required
- Adhere and contribute towards risk assessments to ensure safety and security of staff members at all times
- Communicate and champion health and safety best practice throughout the establishment, complying with the Manager’s Health and Safety policies and other policies at all times
- Set a H&S culture, ensuring near misses and accidents are effectively logged and issues rectified



Person Specification

The post-holder must have the following:

- Experience with styling and dressing for live performance/theatre
- Strong sewing skills
- Ability to be a confident and friendly team leader
- Excellent communication skills
- Strong team player
- Experience running and managing a department
- The ability to adapt work in accordance with performance requirements
- The ability to manage speciality cleaning of theatrical costumes and the repair and maintenance of costumes
- Discretion, tact and a sense of humour
- Thrives in a dynamic busy working environment
- The ability to maintain a calm and positive attitude
- A proactive approach to work

Outline of Terms and Conditions

TITLE OF POST:	Wardrobe Manager
START DATE:	January 2027
CONTRACT:	Fixed term to April 2027
KEY DATES:	Rehearsals commence: w/c 4 th January 2027 Load in/Technical Rehearsals commence: w/c 11 th January 2027 First Performance: w/c 18 th January 2027 (possibly week earlier) Opening Night: TBC (w/c 25 th January 2027) Final performance: 3 rd April 2027
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 once probation is completed.

The Wardrobe Manager 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 **Friday 30th October, 10am**

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.