



JOB DESCRIPTION.

JOB TITLE	Head of Wardrobe (Maternity Cover)
REPORTS TO	Head of Production
RESPONSIBLE FOR	Deputy Head of Wardrobe, Wardrobe Apprentice & Wardrobe Assistants
DEPARTMENT	Theatre and Performance

BACKGROUND

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse programme of work harnesses the power of performance, cultivates intellectual curiosity and excites learning to make Shakespeare accessible for all.

PURPOSE OF JOB

As a key member of the wider production team, the Head of Wardrobe works closely with costume supervisors and designers to deliver world class costume designs from concept through design to final performance in our unique theatres.

The Head of Wardrobe runs the busy wardrobe department, taking an active role in advising on the practicality of forthcoming productions and events and supporting the running wardrobe requirements of the theatres.

PRINCIPAL RESPONSIBILITIES

- Work closely with Costume Supervisors and Designers to translate their ideas into practical costumes. Supporting the supervisor to decide which costume could be made, hired or bought all within the production budgets.
- Liaise with Stage Managers and Costume Supervisors to provide costumes elements for the rehearsal room and supporting and problem solving with requests from rehearsal i.e. (use of fake blood, fights, quick changes)
- Oversee technical rehearsals from backstage, communicating needs of the production between the wardrobe assistants, supervisors and stage-management team.
- Purchase stock for the department and each individual show (running replacements and haberdashery) and oversee costume maintenance throughout the performance period.
- Supervise the alteration of all garments from our costume stock or bought for each production, delegating tasks to other members of the wardrobe team and undertake practical tailoring work.
- Helping to source help or costumes for other projects or events around the building, photoshoots, promotional events and large-scale projects produced by The Globe but outside of the main season of work on stage.
- Arrange costumes to be stored appropriately when a production has finished, ready for future life for use in revivals or other productions.
- Be an active member of regular Production Department and Globe wide meetings as required, representing the team and feeding back to them to ensure they are kept up to date with Globe information and best working practices.
- Line manage wardrobe department personnel and show specific staff.
- Closely support the work of any work experience placements, ensuring they are provided with opportunities to develop their skills and understanding of how a running wardrobe department works.

- Promote, foster and develop excellent internal and external relationships throughout Shakespeare's Globe Theatre.
- Ensure that all costume equipment and machinery is regularly tested, maintained and complies with current Health and Safety legislation and advise on new costume equipment purchases.

PERSON SPECIFICATION

- A proven background in realising costume design and construction to a high standard of tailoring.
- A demonstrable knowledge of and experience working with period dress including the Elizabethan/ Jacobean period.
- Experience of managing a professional producing theatre wardrobe department.
- Experience of line managing, motivating and developing people.
- Ability to work with people on all levels and assert the needs of the production in terms of design, budget and production.
- Highly effective interpersonal and cross departmental communication skills gained in a fast paced environment
- Knowledge and experience of guiding backstage costume plots from compilation, through technical rehearsals to performance with a focus on Health & Safety aspects.

Embodies these essential Globe ways of working:

- Committed to the principles of equality, diversity and anti-racism and able to implement these within all areas of work.
- Supportiveness to others.
- Thoughtfulness, reflecting, and problem solving.
- Influencing and communicating with others.

The post holder must at all times carry out their responsibilities with due regard to Shakespeare's Globe's Policies and Procedures.

RECRUITMENT INFORMATION AND TERMS AND CONDITIONS

Full-time / Fixed Term Contract Maternity Cover (until 31 July 2023) (happy to talk flexible working)

[A full set of terms and conditions will be supplied with a contract of employment]

Hours: Full-time at 40 hours 6 days a week (exclusive of meal breaks) over a Monday to Sunday pattern, with floating days off. These hours will include evening and weekend shifts (agreed in advance) particularly during technical rehearsals and preview periods.

Salary: **£40,000 per annum**

Holiday: The annual holiday leave is 25 days pro-rata per calendar year plus Bank Holidays.

Benefits: Discount in the Globe shop and onsite restaurants/cafes; free entry to selected shows, events and activities, access to our free employee assistance programme via phone line and website; season ticket loans available; eye test scheme; cycle to work scheme; Littlebird exclusive discount; auto-enrolment in a pension scheme with employer contribution.

This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes. As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.