



JOB DESCRIPTION

Deputy Head of Costume Permanent/Full-Time

ABOUT THE ROYAL COURT

The Royal Court is the writer's theatre - the leading national and international force for championing, cultivating and supporting theatre writers. Through work on our stages alongside national and local projects, we pioneer the theatrical form, explore big ideas, empower new voices – and in doing so enrich and enliven audiences and communities through transformative experiences.

In January 2024, our new Artistic Director David Byrne took up leadership of the Royal Court. Alongside his first season as artistic director, this coming year is a key moment to re-interrogate and renew our work. We have a focus and ambition to be the most relevant, exciting and meaningful version of 'the writers' theatre' across the next decade.

The Royal Court is committed to fostering an inclusive and collaborative culture in which everyone can do their best work. We are an equal opportunities and disability confident employer. We are particularly keen to receive job applications from individuals with protected characteristics currently under-represented in our workforce, particularly including Black & Global Majority and D/deaf & disabled applicants.

ABOUT THIS ROLE

Job Title: Deputy Head of Costume

Line Manager: Head of Costume

MAIN PURPOSE

The Deputy Head of Costume will take responsibility for the day to day running of the Royal Court's wardrobe, undertaking costume laundry and maintenance and supervising casual dressers. The role will be to support the Head of Costume and freelance supervisors on the delivery of costume requirements for all shows and deputise for the Head of Costume in their absence. The Deputy Head of Costume will also supervise occasional shows, when required.

RESPONSIBILITIES

- Ensuring that costumes are washed and prepared for performances in both theatres, undertaking any running repairs and maintaining any break down and dyeing.
- Supporting the Head of Costume and other freelance costume supervisors in the delivery of costumes for all shows and projects. This will include shopping and doing returns.

- Costume supervision on up to 3 shows per year, depending on the programme and schedule and as required by the Head of Costume.
- Maintaining the off-site costume store based in Southfields, managing the flow of costumes between the theatre, the store and rehearsal rooms, ensuring the store is well organised and kept tidy at all times.
- Responsibility for managing the running wardrobe budget, reconciling cash floats and Soldo card statements and liaising with the finance department.
- Supporting the Head of Costume in management of casual dressers.
- Liaising in advance with visiting companies regarding their costume requirements and supporting them across the run, if necessary.
- Preparing dressing rooms for the arrival of each new company.
- Attending production meetings, technical rehearsals, dress rehearsals and previews.
- Provide the necessary wardrobe support for transfers, tours and one-off projects as required.

General

- Attending weekly staff, departmental and company meetings when necessary.
- Contributing to a respectful and inspirational working culture at the Royal Court, including in relation to sustainability, health and safety, safeguarding and other policies; and upholding and developing our commitments and practice around anti-racism and anti-oppression.
- Attending production meetings and cross-departmental meetings as appropriate to feed into and collaborate on the delivery of all our work.

This job description is a guide to the nature of the work required of the Deputy Head of Costume. The post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the Head of Costume.

PERSON SPECIFICATION

Knowledge and Experience

- Previous experience of working in the costume department of a busy producing theatre.
- High standards of laundry and repair maintenance.
- Excellent hand and machine sewing skills.
- Experience of supporting freelance staff and other departments.
- Experience of dyeing, breaking down and costume prop making is useful.
- Familiarity with wigs, hair and make-up/special effects processes is helpful but not essential.

Abilities/Skills

- Good organisational, time management and communication skills.
- Strong interpersonal and diplomacy skills.
- An understanding of the artistic process and the ability to respond to challenges creatively, calmly and positively.
- Self-motivation, including the ability to acquire and develop new skills.
- Ability to work well both on one's own initiative and within and small dedicated team
- Good team worker.
- Awareness of health and safety procedures and best practices.
- A willingness to actively support anti-racism and anti-oppression in all areas of work.

TERMS AND CONDITIONS

Hours: 40 hours per week, scheduled over 5 days Monday to Saturday. Minimum call 8 hours. Due to the nature of this role, evening and weekend work will be required, and you may be asked to work additional hours on a regular basis and some overtime will be expected during busy periods. You have the right to opt out of planned overtime.

Contract: Full-time/Permanent

Salary: £717.57 (gross) per week. SOLT/BECTU grading 2

Holiday Entitlement: In line with SOLT/BECTU agreement

Pension: The English Stage Company operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, please visit: <https://www.gov.uk/workplace-pensions/joining-a-workplace-pension>

All permanent members of staff who have completed their probation period are entitled to join the English Stage Company's salary sacrifice pension scheme, where contributions will be matched up to a maximum of 5% of gross salary provided that the minimum total contribution under auto-enrolment rules is met.

Other Benefits:

- Complimentary and discounted tickets for performances, subject to availability and the Royal Court's staff ticket policy.
- Discount on meals and drinks in the Royal Court's Bar and Kitchen.



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The Jerwood Theatres at the Royal Court Theatre
The English Stage Company Limited at the Royal Court Theatre
Registered in England & Wales company number 539332
Registered charity number 231242 VAT number 238 9311 47

- Cycle to work and season ticket loan schemes.
- Free life insurance.
- Discretionary days leave at Christmas.
- Staff social events