

Job Description

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| Job Title | Deputy Wardrobe Manager |
| Salary Scale | LIPA Scale 7 |
| Responsible To | Wardrobe Manager |
| Responsible For | N/A |
| Number in Post | 1 |
| Date Drafted | June 2025 |

Job Purpose

To support the work of students in the provision of costumes and related items for LIPA productions.

To supervise the costume process on productions and assessments.

To be responsible, under the direction of the Wardrobe Manager, for the management of the Wardrobe Department staff and resources.

Major Tasks

1. Assist with Management of the day-to-day activities, operations and resources of the Wardrobe Department.
2. Costume Supervision for LIPA productions and events.
3. Making and maintenance of costumes and costume-related items.
4. Instruction and demonstration of costume creation processes to students.
5. Maintaining a safe and secure environment within Wardrobe Department areas.
6. Undertaking financial and record keeping duties relating to the activities of the Wardrobe Department.
7. Undertaking duties common to all LIPA support staff.

Job Activities

Major Task 1: Assist Wardrobe Manager with day today activities

1. Overall management and supervision of Wardrobe Department operations and activities.
2. Deputise for the Wardrobe Manager during periods of absence particularly with regard to the daily running of the wardrobe department.
3. Provision of costumes and costume-related items such as costume accessories, costume props and wigs for LIPA productions and events.
4. Contribute to the appointment of freelance and casual Wardrobe Department staff in accordance with LIPA's Financial Regulations.
5. Monitor the hours worked by Wardrobe Department staff, including freelance and casual staff, and sign off time sheets/invoices as required.
6. Assist with the day-to-day scheduling of tasks within the Wardrobe Department.
7. Ensure that suitable arrangements are in place for the loan of Wardrobe Department equipment and stock in accordance with LIPA's procedures.
8. Ensure that Wardrobe Department equipment and resources are effectively utilised, available and appropriately maintained to meet the demands of the curriculum and productions schedule.
9. Arrange the periodic auction/sale/disposal of redundant costumes, costume accessories and equipment in accordance with LIPA's Financial Regulations.
10. Contribute to the planning, organisation and oversight of Wardrobe Department operations.
11. Keep up to date with skills and trends within the industry.

Major Task 2: Costume Supervision

1. Work closely with costume designers, including student designers, and teaching staff to ensure that designs are realistic and can be made or otherwise acquired within the available production timeframe and budgets.
2. Prepare budgets and estimates, effectively monitor expenditure to ensure that costs do not exceed the agreed budgets without authorisation, ensure value for money and provide regular reports relating to expenditure.
3. Supervise students on assessed public performances, delivering technical and managerial procedures throughout the production.

4. Procure costumes, costume accessories, costume props and wigs to the requirements of the costume designer(s), and to a standard and within budgets agreed with the Head of Productions.
5. Advise and, where necessary, arrange for suitable instruction relating to the theatrical make-up, hair and prosthetics requirements of student productions.
6. Attend production meetings and technical rehearsals as necessary.
7. Conduct costume fittings.
8. Make detailed notes of any alterations required, and communicate this information clearly to colleagues and students, ensuring common working practices are implemented.
9. Manage and schedule costume parades with the costume designer, director and wider team.
10. Ensure that all changes, including quick changes are possible before the first performance.
11. Attend dress rehearsals and deliver feedback and technical advice on costume related issues.
12. Liaise with and, when necessary, visit suppliers to purchase, hire or borrow costumes, costume-related items and materials used by the department.
13. Ensure, with the support of the Wardrobe Team, that all costumes, costume accessories and costume props are returned to the department and, where appropriate, to hire/loan suppliers at the end of a production.

Major Task 3: Costume Making & Maintenance

1. Instructing student costume designers on methods to create and procure costume elements, working closely with them to provide costumes and accessories which are of a high standard, to agreed deadlines and within agreed budgets.
2. Supervise the staff costume team to work from designer's drawings, reference documents and specifications;
 - a) Aid the extraction of technical detail from designs.
 - b) Advise on the cutting, making, altering or refurbishment costumes and accessories.
3. Take and record accurate measurements of performers.
4. Undertake dying of fabrics and breaking down of completed costumes and costume related items as necessary.
5. Alter and make costumes as necessary.
6. Ensure that emergency alterations and repairs are conducted with maximum speed and efficiency during show periods.

7. Undertake maintenance work as required to ensure that costumes and costume related items are suitably cleaned and maintained in good condition.

Major Task 4: Instruction and demonstration of costume creation processes to students and Working with Colleagues

1. Advise and instruct students in Wardrobe Department on costume management procedures, in line with best industry practice.
2. Advise and instruct students in costume-making techniques and the use of materials and equipment, in line with best industry practice, providing suitable demonstrations where appropriate.
3. Demonstrate good customer care and be sensitive to the needs of individual students and colleagues.
4. Work collaboratively, efficiently and effectively as a member of a team and on own initiative, ensuring that all operations and activities related to the post are delivered to a high standard.

Major Task 5: Safe and Secure Environment

1. Positively promote LIPA's Health and Safety policy and ensure that it is implemented and upheld within the areas of responsibility.
2. Ensure that the Wardrobe Department areas are kept safe, clean, tidy and secure.
3. Ensure that Wardrobe Department equipment is maintained in a serviceable and safe manner.
4. Advise students and staff on appropriate health and safety issues.
5. Instruct students and staff in Wardrobe Department workplace safety and the safe operation of Wardrobe Department equipment.

Major Task 6: Finance and Record-keeping

1. Ensure that financial and record keeping activities relating to Wardrobe Department operations are carried out in accordance with LIPA Production Department Policies and LIPA's Financial Regulations.
2. Prepare budgets and estimates relating to Wardrobe Department operations, effectively monitor expenditure in order to ensure that this does not exceed the agreed budgets without authorisation, ensure value for money and provide regular reports for the Production Manager on Wardrobe Department expenditure.
3. Manage and be responsible for Wardrobe Department pre-paid cards, credit card and purchase order systems using industry standard and LIPA computer software systems.

4. Carry out such stock control and other record keeping duties relating to the activities of the wardrobe department as may be required.
5. Advise and provide detailed information to support capital and non-capital equipment requests.

Major Task 7: Common Duties

1. Work flexibly, contributing to the Institute's projects of a general nature and, under supervision, providing cover and support for other technical staff as appropriate.
2. To participate in staff reviews and training programmes as required.
3. To always carry out duties with due regard to Equality and Diversity, Health and Safety and other Institute policies as agreed and revised from time to time.
4. To undertake other duties from time to time that as deemed necessary and relevant by your line manager, and which are within the remit and scope of your grade.

Notes:

The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside of this description will only be made after consultation with the aim of reaching agreement with the person concerned and will be recorded on the individual's job description.

Location:

Whilst the job is located on our main site, the post holder may occasionally be required to work on different duties or other jobs within their competence in their present or any other location as may be deemed appropriate. In all cases, regard will be paid to the qualifications, experience, current duties and responsibilities, and personal circumstances of the post holder.

Hours:

Usually 30 hrs per week, between Monday – Friday, including some evening work. It is expected that there will be peaks and troughs to the working hours required over the academic year. You will be required to record your working hours on an annualised hours spreadsheet that is specified by the HR Department.

Person Specification – Deputy Wardrobe Manager

| | | To be identified by: |
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| Education and Qualifications: | | |
| Degree, HND, BTEC or equivalent in Theatre Costume; or craft apprenticeship, traineeship or internship in a professional producing Wardrobe Department. | Essential | Application Form/Interview |
| Experience: | | |
| A minimum of three years' experience working in a professional production wardrobe department as a costume cutter, maker or supervisor. | Essential | Application Form / Interview |
| Experience of working as a Costume Supervisor. | Essential | Application Form / Interview |
| Experience as a manager or deputy manager of a production wardrobe department. | Desirable | Application Form / Interview |
| Experience in managing staff including outworkers and freelancers. | Essential | Application Form / Interview |
| Experience of working directly with suppliers, designers and performers. | Essential | Application Form / Interview |
| Experience of working with students or trainees including designers, performers and technicians. | Essential | Application Form / Interview |
| Experience of teaching or instructing in an HE or FE environment. | Desirable | Application Form / Interview |
| Experience of managing costume fittings. | Essential | Application Form / Interview |
| Experience of managing budgets, cash handling, financial record keeping and petty cash procedures. | Essential | Application Form / Interview |
| Experience and understanding of the working practices of a producing theatre. | Essential | Application Form / Interview |

| Knowledge, Skills and Ability: | | |
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| Good knowledge and understanding of the day-to-day administration and operation of a production wardrobe department including stock keeping and the issue of consumables. | Essential | Application Form / Interview |
| Able to draft patterns, cut, make, alter and refurbish period, modern and dance costumes to a high standard. | Essential | Application Form / Interview |
| Excellent ability to interpret costumes designs, including the work of student designers, and to translate them into reality. | Essential | Application Form / Interview |
| Excellent hand and machine sewing skills, including use of industrial sewing machines. | Essential | Application Form / Interview |
| Sufficient knowledge and experience to be able to undertake proper setting-up and adjustment of sewing machines and to undertake basic sewing machine maintenance. | Essential | Application Form / Interview |
| Good knowledge and experience of the maintenance of costumes, costume props and costume accessories including laundry and cleaning techniques. | Essential | Application Form / Interview |
| Good knowledge and experience of practical fabric dyeing techniques. | Desirable | Application Form / Interview |
| Good knowledge and experience of buying of fabrics and costume making sundries. | Essential | Application Form / Interview |
| Good knowledge and experience of buying and hiring of costumes, costume props and costume accessories. | Essential | Application Form / Interview |
| Ability to advise and instruct students in practical costume and costume accessory making skills and techniques. | Essential | Application Form / Interview |
| Ability to advise and instruct students in wardrobe department management techniques and procedures. | Essential | Application Form / Interview |
| A good understanding of Health and Safety legislation and procedures and their implications in the wardrobe environment. | Desirable | Application Form / Interview |

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| Good understanding of health and safety in the workplace with particular reference to wardrobe department operations. | Essential | Application Form / Interview |
| Good understanding of the work of other departments in a producing theatre. | Desirable | Application Form / Interview |
| Good understanding of the theatrical production process including the requirements of theatrical performance and production scheduling. | Essential | Application Form / Interview |
| ICT literate with proficient Microsoft Office skills. | Essential | Application Form / Interview |
| Excellent literacy & numeracy skills. | Essential | Application Form / Interview |
| Ability to work under pressure to tight deadlines and to changing priorities. | Essential | Application Form / Interview |
| Proven self-motivator with the ability to work on own initiative. | Essential | Application Form / Interview |
| Excellent administration skills. | Essential | Application Form / Interview |
| Excellent organisational and time management skills. | Essential | Application Form / Interview |
| Personal Qualities: | | |
| Confident, helpful manner and consistent high level customer care. | Essential | Application Form / Interview |
| Problem solving approach and positive attitude. | Essential | Application Form / Interview |
| Willingness to support others as required. | Essential | Application Form / Interview |

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| Excellent communication & interpersonal skills. | Essential | Application Form / Interview |
| Ability to work effectively with all production related staff. | Essential | Application Form / Interview |
| Commitment and flexibility to working evenings and weekends as required. | Essential | Application Form / Interview |
| Commitment: | | |
| Willingness to work flexibly, to travel when necessary and undertake appropriate training. Managers one says– To work with enthusiasm and flexibility | Essential | Interview |
| To LIPA's Equality, Diversity and Inclusion policies and practice. | Essential | Interview |
| To the provision of a high level of service to students and staff. | Essential | Interview |