



GARSINGTON OPERA  
AT WORMSLEY

## Wardrobe Manager Job Description

### Main Responsibilities

Garsington Opera is looking to appoint a Wardrobe Manager for our upcoming 2019 season. Working alongside the Costume Supervisor, the Wardrobe Manager will ensure the smooth running of the wardrobe department. Managing a department of five to ensure all costumes are presented and maintained to the highest standards.

### Key Task Areas

1. Through liaison with the Costume Supervisor, manage the Wardrobe Department to facilitate the smooth running of rehearsals and performances whilst ensuring all staff remain motivated and engaged.
2. Running the Wardrobe Department for the duration of the season. Ensuring all staff are given tasks that reflect their skill levels and competence.
3. Ensuring the wardrobe team are called appropriately for the tasks required through the creation of an appropriate rota.
4. To set up the seasonal wardrobe and manage facilities throughout the season.
5. To ensure all costume requirements, of the productions, are prepared and laundered to an excellent standard and are ready and functioning for rehearsals and performances.
6. Maintain a good practice of health and safety in all areas and report any problems to the technical director.
7. Liaise with Company Management to set dressing call times.
8. Liaise with the Event Manager regarding backstage area access and facilities away from the stage where necessary.
9. To make minor costume elements relevant to skill level and to undertake minor alterations as necessary.
10. Undertake any costume maintenance required to ensure all costumes are presented to the highest standard possible.
11. Prepare cover costumes, as necessary, to facilitate an understudy situation
12. To carry out any other tasks that will, from time to time be allocated by the Costume Supervisor on an ad hoc or continuing basis, relevant with the general level of responsibility of the post.

### Person Specification/Qualifications

No specific qualifications are required.

#### Essential:

1. To have held a similar position for 3 years or more.
2. Previous experience of running a wardrobe department.
3. Good skills in ironing, steaming, hand and machine sewing and alterations.
4. Ability to run and manage a team.
5. Flexibility, stamina, ability to multi-task and reliable timekeeper.
6. Experience in dressing and working closely with performers at a professional level, demonstrating a calm approach in pressured situations.
7. Good knowledge of the qualities of different types of fabrics and how to care for them.
8. Knowledge of current Health and Safety regulations.
9. Excellent communication and interpersonal skills.
10. Attention to detail.
11. Ability to work as part of a close-knit team in an enclosed environment, working towards a deadline.

Desirable:

1. Driving Licence and own car.
2. Previous experience of Opera.
3. Experience in liaising with Creative Teams.
4. Pattern-cutting and garment construction skills.
5. Dying, painting and breaking-down skills and experience.
6. Enthusiasm for and knowledge of the history of dress.
7. Outdoor Event experience.

## **Fee and Benefits**

Fee of £7700

Local Accommodation provided.

Meal provided on all technical rehearsal and performance days.

Contracts runs 8<sup>th</sup> May – 23<sup>rd</sup> July 2019

Closing Date for applicants 27<sup>th</sup> March 2019

Interviews will be held w/c 1<sup>st</sup> April 2019

To apply please send a CV and covering letter to [production@garsingtonopera.org](mailto:production@garsingtonopera.org) no later than 5pm on 27<sup>th</sup> March 2019. Please ensure your covering letter is attached in PDF format.