

JOB PROFILE	
Company:	Italia Conti
Department:	Production
Role:	Deputy Head of Wardrobe
Reporting to:	Head of Wardrobe
Location:	Victoria Place, Woking
Salary band:	Band B

ROLE SUMMARY
<p>The Deputy Head of Wardrobe works in support of the Head of Wardrobe. Duties include working alongside the Head of Wardrobe and freelance costume designers to make and source costumes for all Italia Conti shows and performances. managing and maintaining the Italia Conti costume store, acting as a dresser, where required, for productions, and working in support of the wider Production Team with any associated duties and responsibilities.</p> <p>Productions usually take place either at Italia Conti's in-house Black Box Theatre, the Rhoda McGaw or smaller Buzz Theatres in Woking or occasionally at other external venues, including two annual showcases in the West End.</p>

KEY ACTIVITIES
<p>Making and sourcing costumes</p> <ul style="list-style-type: none"> Assisting the Head of Wardrobe in selecting costumes for all Italia Conti productions either from the on-site costume store, by making or sourcing new costumes externally. Supporting the Head of Wardrobe with arranging for all cast members to be measured and fitted for costumes and hairpieces throughout the rehearsal process. Altering costumes as and when required. Purchasing and/or hiring appropriate make-up, wigs and accessories for productions and stock in collaboration with the Head of Wardrobe. Attending dress rehearsals and making final adjustments to costumes, make-up and wigs. Acting as a dresser, where required, for each production, assisting with quick changes. Ensuring all costumes are washed and returned to the costume stores at the end of each production. <p>Theatre/resources management</p> <ul style="list-style-type: none"> Monitoring the stock and supply of wardrobe consumables including thread, needles, poppers etc. Working with the Head of Wardrobe to ensure the maintenance of efficient and organised storage, systems of hire and student access to resources. Maintaining the on-site and external costume stores using the following guidelines: <ul style="list-style-type: none"> Select, assemble and book out costumes for students and external hirers. Assemble loan kits for shows performed externally.

- Book in/check returned costumes and/or wigs.
- Wash-iron, repair, maintain and re-hang costumes.
- Organise, clean and tidy the costume store.

Financial responsibilities

- Ensuring all financial processes are adhered to in terms of purchase orders, invoices, and petty-cash procurements with reference to wardrobe purchases and hires.
- Evidencing petty-cash advances and expense claims according to Italia Conti processes.

Departmental, institutional & personal

- Engaging with CPD on an ongoing basis and remaining apprised of developments, both practical and regulatory, in the area of wardrobe and make-up for theatre.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED		
	Essential	Desirable
Qualifications/Education	<ul style="list-style-type: none"> • A good tertiary education or equivalent experience. 	<ul style="list-style-type: none"> • Formal qualification and/or professional experience in costume design and/or costume making.
Knowledge/Skills	<ul style="list-style-type: none"> • Proficient sewing/alteration skills for making/adapting costumes. • Knowledge of, and skills in, all aspects of costume. • Knowledge of suppliers of costume, wigs and make-up and a keen interest and willingness to keep up-to-date with developments in this area. • Excellent influencing and communication and negotiation skills and an open and collaborative style. • Personal integrity and high standards for self and others and the ability to operate sound judgement under pressure. • A keen interest in the performing arts and arts education. • Highly organised with good attention-to-detail. 	<ul style="list-style-type: none"> • Experience in stage make-up and wigs. • Experience of working in an educational environment. • First Aid qualification. • Fire Marshal qualification. • Full, clean UK driving licence.

	<ul style="list-style-type: none"> • A good standard of IT literacy including e-mail and Microsoft Excel. 	
Experience	<ul style="list-style-type: none"> • Previous experience in a busy wardrobe position. • A keen interest and a good general knowledge of the historical costume and the broader theatrical canon for the purpose of selecting and making appropriate costumes for productions. 	
<p><i>The above duties will inevitably change as the work of Italia Conti develops. The post-holder should therefore expect periodic variations to this job description. This job description may also be supplemented on a regular basis by individual objectives derived from the Italia Conti's strategies.</i></p> <p><i>The post involves commitment to working outside the normal hours and a willingness to work flexibly is expected.</i></p> <p><i>There is an expectation that all employees will maintain the values of the Italia Conti and will comply with its code of conduct as well as equality and diversity, health and safety and safeguarding policies.</i></p>		