



JOB DESCRIPTION

JOB TITLE	Wardrobe Associate
DEPARTMENT	PTASS
TYPE OF CONTRACT	Permanent, Full-time
RESPONSIBLE TO	Head of Production & Technical Training / LP Production Management
RESPONSIBLE FOR	Freelance costume designer and casual workers
GRADE AND SALARY	Grade 4 £33,843 to £38,090 Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range
HOURS OF WORK	37 hours per week; Monday to Friday (9.15am – 5.30pm) plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS	Head of Production & Technical Training, Lead Practitioners and Associate Teachers PTASS, Vice Principal Actor Training and Drama School, Deputy Director of Actor Training and Drama School, Head of Screen/Audio, LP Screen and Audio, Facilities Management, Students
INTERNAL	
EXTERNAL	Visiting Directors & Designers, Professional Practitioners and Suppliers
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
BENEFITS	After six months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 28 days plus Bank holidays (This is inclusive of any days when LAMDA may be closed i.e. towards Christmas closure)

(2) PENSION	After 3 months of continuous service, you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
(3) MATERNITY, PATERNITY AND ADOPTION PAY	Enhanced maternity, paternity and adoption pay will be made for eligible employees
(4) GP 24	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
(5) EMPLOYEE ASSISTANCE PROGRAMME (EAP)	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
(6) MENTAL HEALTH SUPPORT	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
(7) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(8) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(9) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. We expect a norm of 40% of your time in the office and 60% of your time to be worked from home
10) GROUP LIFE ASSURANCE	After six months of continuous service and on successful completion of the probationary period you will become eligible to death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in Service
(11)SEASON TICKET LOAN	LAMDA offers an interest free loan for the purchase of an annual season ticket
(12)REWARDS MARKET PLACE	You are eligible to join our reward scheme in which you can take advantage of discounts and perks in 1000s of brands from a wide variety of categories

JOB PURPOSE

- The primary purpose of this role is to ensure the smooth running of LAMDA's Wardrobe department in costuming the productions as required and the management of the wardrobe facilities and costume stock
- The role will act as Costume Supervisor, as required, on public productions and ensure that appropriate freelance staff are engaged to supervise productions and support the department as needed
- The Wardrobe Associate will oversee LAMDA's costume stock and the needs of the institution from term to term

DUTIES AND RESPONSIBILITIES

- The supervision of the costume elements of productions mounted by LAMDA to ensure that such shows run to schedule and to budget in liaison with the Head of Production & Technical Training and Lead Practitioner Production Management
- Supervising technical and dress rehearsal periods, as required, in LAMDA's theatres in terms of costume
- To manage the "Running Wardrobe" and ensure that all costumes are clean and laundered as necessary
- To manage the laundry and maintenance of "Mo-Cap Suits" and schedule this work with the Screen and Audio Department
- To liaise with Lead Practitioners from the Drama School with regards to costume requirements for selected internal workshop productions
- Responsibility for the maintenance of the LAMDA costume stock
- Develop a sustainable practice within the wardrobe department, working to the Theatre Greenbook principles
- To recruit freelance Costume Supervisors and Wardrobe Staff, as required, in liaison with the Head of Production & Technical Training
- To manage the Costume budgets for LAMDA productions, in liaison with the Lead Practitioner Production Management and Head of Production & Technical Training
- Ordering for hire or purchase all necessary costumes for the mounting of LAMDA productions in liaison with the Lead Practitioner Production Management
- To ensure that the work of the Wardrobe Department runs to schedule and that Production Deadlines are met
- To manage the Costume budgets for each production in liaison with the Head of Production & Technical Training and Lead Practitioner Production Management
- To provide petty-cash accounts and receipts at the end of every production rotation

- To comply with all relevant Health and Safety Legislation. To abide by and support LAMDA's Health and Safety policy
- Any other duties as specified from time to time by the Head of Production & Technical Training
- To attend all meetings as requested by Head of Production & Technical Training
- Ability to work evenings and weekends where necessary

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	HND or equivalent in Theatre costume or substantial experience in a professional producing wardrobe department	Degree in Theatre Costume First aid training Evidence of continuous professional development	Certificates
SKILLS/ ABILITIES	Excellent verbal and written communication Problem solving approach and positive attitude Strong organisational and time management skills Ability to remain calm and professional when working under pressure Excellent sewing and altering skills Highest level of customer service skills at all times Willingness to support others		CV/ Cover Letter/ Interview
KNOWLEDGE	Knowledge of all aspects of costume through the ages Excellent working knowledge of sewing machines Computer literate on all MS Office suite Health and Safety knowledge	Knowledge of the performing arts sector	CV/ Cover Letter/ Interview
EXPERIENCE	Substantial experience of working in a professional wardrobe department Experience of sourcing, altering and making costumes Experience of working to budgets Experience of working as a Costume Designer Proven ability to manage a small team	Experience of working as a Costume Designer in a producing theatre Experience of working in an HE institution supporting students	CV/ Cover Letter/ Interview

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
PERSONAL QUALITIES	<p>Creative and enthusiastic</p> <p>Logical and flexible</p> <p>Empathetic, supportive and willing to help</p>	<p>Enthusiasm for and an interest in theatre</p>	<p>CV/ Cover Letter/ Interview</p>

ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019, and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across six degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA now operates independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students. LAMDA was granted full degree awarding powers in 2021.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

The work of the Academy is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200 seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumni Benedict Cumberbatch was appointed the Academy's President.

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.