



# LEEDS PLAY HOUSE

## COSTUME ASSISTANT (MATERNITY COVER)

### Recruitment Pack

If you require this Recruitment Pack in a different format, please contact the HR & Learning team on 0113 213 7280 or [recruitment@leedsplayhouse.org.uk](mailto:recruitment@leedsplayhouse.org.uk)



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**



**THE LIZ & TERRY BRAMALL  
FOUNDATION**





QUARRY THEATRE  
**850 CAPACITY**



BRAMALL ROCK VOID  
**100 CAPACITY**



COURTYARD THEATRE  
**420 CAPACITY**

# QUICK FACTS

## 3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

## c175,000

AUDIENCE PER YEAR

## OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

## 10M

TURNOVER

## +

THIS **SHORT FILM** WILL  
HELP YOU UNDERSTAND  
WHAT WE'RE ALL  
ABOUT.

- Restaurant and café
- Two bars
- Conferencing and events
- Public gallery space
- Dedicated space for young people

[leedsplayhouse.org.uk](http://leedsplayhouse.org.uk)

[f](#) [i](#) @leedsplayhouse



# WHO WE ARE

**Leeds Playhouse** has been one of the UK's leading producing theatres for 55 years. It is an award-winning theatre and a cultural hub, a place where people gather to tell and share stories and engage in world class theatre. It makes work which is pioneering and relevant, seeking out the best companies and artists to create inspirational theatre in the heart of Yorkshire.

Its warm welcome was recognised at the **UK Theatre Awards**. In 2022, **Leeds Playhouse** was named **Most Welcoming Theatre**, recognising its daily endeavors to make the building an inviting, engaging, creative, accessible and inclusive hub at the heart of the Leeds City Region. For the last three years, leading performers in Playhouse productions have been named Best Performer in a Musical and, in 2024, the Playhouse's production of *Oliver!* was named Best Musical.





# WHAT WE DO

Alongside the work on its stages, the Playhouse works creatively with the people, artists and communities of Leeds through its innovative, sector-leading Playhouse Connect programme. Focussing on two key areas – Learning & Skills and Creative Communities – Playhouse Connect engages with thousands of people in the region each year. As part of this work, its Artistic Development programme, Furnace, engages with theatre-makers, providing a creative space to refine their practice at all stages of their careers; it builds, develops and sustains projects to connect with refugee communities, young people and students, older people and people with learning disabilities; it hands over spaces to communities to use in ways they choose, from breakdancing to roller-skating, craft markets to tea parties, enlivening the building whilst fostering deeper relationships; and works in-residence around the city, connecting with people on their doorsteps.

As a registered charity, **Leeds Playhouse** relies on the support of valued partners to make great things happen. It is grateful for the continued support of **Arts Council England, Leeds City Council, The Liz and Terry Bramall Foundation** and the many charitable trusts, business partners and individuals that continue to support the vital work of the theatre.

[leedsplayhouse.org.uk](http://leedsplayhouse.org.uk)

  @leedsplayhouse



# THE ROLE

We are recruiting looking for an experienced and enthusiastic Costume Assistant to join our busy Costume team, made up of Head of Costume & Wigs, Deputy Head of Costume, Head Cutter and Workroom Manager, Costume Cutter, the Costume Assistant and freelancers.

This is a fixed-term post for Maternity Cover, with an ideal start date of 18 August 2025, of up to 12 months, but may be terminated or extended on a minimum of 4 weeks' notice.

The Costume Assistant is a key role in the department, and will work closely with the Supervisors, Head Cutter and Cutter, helping produce and alter costumes to a high standard.

You would be working across a wide range of productions for all our venues and also for our Playhouse Connect teams.

The Costume Assistant reports directly to the Head of Costume & Wigs. This team works under the overall direction of the Technical Director.



# DUTIES AND RESPONSIBILITIES

## THE MAIN DUTIES AND RESPONSIBILITIES OF THIS ROLE ARE:

- Support and assist the Head of Costume and Wigs with costume manufacture and maintenance.
- Work closely with the Workroom Manager/Head Cutter and Cutters to ensure all costumes are made to a high standard.
- Construct costumes from designs and/or reference material.
- Alter existing costumes to the same high standard.
- Assist with the dyeing and breaking down the costumes.
- Assist with the maintenance and laundry of costumes.
- Assist with the storage of stock costumes and wigs.
- Assist with the creating of dressing plots during tech
- Maintain excellent working relationships with all other departments across the theatre.
- Actively support Leeds Playhouse's ambition to maximize learning and training opportunities.
- Undertake any other duties requested by the Head of Costume or Technical Director necessary to the smooth running of the Costume department.

## GENERAL RESPONSIBILITIES

- Adhere to and implement the guidelines, procedures and policies for the company as detailed in the staff policies.
- Play a role in the life of the company and to work across departments to develop a positive and engaged organisational culture.
- Work with Playhouse Connect to open up the theatre's creative processes to a wider range of communities, including people engaged in learning.
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of Leeds Playhouse.
- To have a positive attitude to environmental issues. To have a pro-active role in the development and action of environmental policy and procedures relevant to Playhouse as a whole.
- To have a positive attitude to and willingness to engage with and seek continual improvement in areas of inclusion and anti-racist practice at Leeds Playhouse, including our Plan for Change and Action for Change development initiative.
- To be willing to undertake training and development as required.

## ANY OTHER DUTIES

The duties and responsibilities set out are not exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

# KEY RELATIONSHIPS

The role of **Costume Assistant (Maternity Cover)** is part of the Costume and Wigs team, which sits within the wider Production directorate.

You will be line managed by the **Head of Costume and Wigs**.

## KEY INTERNAL RELATIONSHIPS

- Head of Costume and Wigs
- Head Cutter and Workroom Manager
- Costume Supervisors
- Costume and Wigs team
- Casual staff in Costume and Wigs
- Technical Director
- All other Production teams
- Playhouse Connect

## KEY EXTERNAL RELATIONSHIPS

- Creative Team members, including Set and Costume Designers and Directors
- Freelance Costume Supervisors
- Freelance Wig Supervisors
- Freelance makers
- Acting company
- Suppliers



# PERSON SPECIFICATION

## ESSENTIAL REQUIREMENTS

**If you not demonstrate that you meet all these criteria you may not be shortlisted:**

- Excellent working knowledge of costume manufacture and maintenance for theatre.
- 2 years' experience in a costume workroom.
- Significant experience of complete garment construction.
- Excellent working knowledge of modern materials and their application to theatre.
- An understanding of historical period and their influence on costume.
- Creative problem solving under pressure.
- A keen interest in theatre.
- A positive and energetic approach.

## DESIRABLE REQUIREMENTS

**If we need to choose between candidates who meet the essential criteria, we may take these factors into account:**

- Cutting experience.
- Breaking down and dyeing experience
- Wigs, hair and make-up experience.
- Full clean driving licence.
- First Aid qualification or willingness to undertake training.
- Experience with black and multicultural costume and hair.
- Interest in good environmental practice.

# EMPLOYMENT TERMS SUMMARY

## CONTRACT

Full-time, fixed-term Maternity Cover contract of up to 12 months, but may be terminated or extended on a minimum of 4 weeks' notice.

Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK
- successful completion of probation period

## SALARY

£25,646 per year, plus BECTU/UK Theatre commercial get-outs and overtime payments.

## HOURS

Full time – 40 hours per week over 6 days. Evening, weekend and some Public Holiday work will be required. You will be expected to work overtime as required.

The Costume Workroom is primarily operational Monday to Friday but there will be occasions when working on Saturdays is required as part of a standard week.

There may be occasions when you are required to work outside the normal hours outlined. You are entitled to be paid overtime in line with the overtime policy in effect in your department.

## PROBATIONARY PERIOD

12 weeks.

## NOTICE PERIOD

4 weeks.

## LOCATION OF WORK

Your main place of work will be Leeds Playhouse. You may be required to work permanently or temporarily at other locations in the Leeds City Region. You may be asked to work temporarily in other locations in the UK.

12-week relocation payment available for those whose current base is over 40 miles away from Leeds Playhouse.





# BENEFITS

## PENSION

Auto-enrolment in a Standard Life Pension, unless you opt out, with 3% employer contribution

## HOLIDAYS

5 weeks per holiday year, plus Statutory Bank and Public Holidays, rising with length of service

## BENEFITS

- 2 paid wellbeing days a year
- Free employee assistance service
- Corporate gym and swimming discount
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Inhouse counselling services with a BACP counselling professional on site (by referral)
- Voluntary Cash Health Plan (optional)

# HOW TO APPLY

TO FIND OUT  
MORE, PLEASE  
CONTACT OUR  
TEAM AT  
[production@leeds  
playhouse.org.uk](mailto:production@leedsplayhouse.org.uk).

## PHOTOGRAPHY CREDITS

All photographs are copyright  
Leeds Playhouse unless otherwise  
stated.

Cover: *A Raisin In The Sun*,  
photography by Ikin Yum; *Charlie  
and the Chocolate Factory – The  
Musical*, photography by Johan  
Persson; *Hedwig and Angry Inch*,  
photography by The Other Richard;  
*My Fair Lady*, photography by  
Pamela Raith; *Macbeth*, photography  
by Kirsten McTernan; *Here You Come  
Again*, photography by Hugo  
Glendinning; *The Importance of  
Being Earnest*, photography by Mark  
Senior; *A Little Night Music*,  
photography by Tristan Kenton;  
*A Passionate Woman*, photography  
by Marc Brenner; *Lord Of the Flies*,  
photography by Robling Pix

Page 1: *The Lion, The Witch and  
the Wardrobe*, photography by  
Brinkhoff/Mögenburg; *I Wanna Be  
Yours*, photography by Robling Pix;  
*In Dreams*, photography by Pamela  
Raith

Page 2: *Oliver!*, photography  
by Robling Pix

Page 3: *Hedwig and Angry Inch*,  
photography by The Other Richard

Page 4: *Wendy & Peter Pan*,  
photography by Marc Branner  
Page 11: *My Fair Lady*, photography  
by Pamela Raith

Page 13: *The Lives We Carry at  
Furnace Festival*, photography by  
Steffi Njoya

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

## HOW TO APPLY

To apply for this post please complete the online application form and diversity monitoring form which can be found on the job opportunities page, under the job role you are applying for. Data from your diversity monitoring form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact [recruitment@leedsplayhouse.org.uk](mailto:recruitment@leedsplayhouse.org.uk).

## INTERVIEWS FOR DISABLED CANDIDATES

Leeds Playhouse is a member of the Disability Confident scheme. Subject to capacity, we will interview candidates who identify as disabled who demonstrate that they meet all the essential criteria for the job.

## EQUAL OPPORTUNITIES

Leeds Playhouse is committed to promoting equality and opportunity in its employment practices. In particular, the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

## SAFEGUARDING

The Playhouse takes safeguarding seriously, and operates an environment where all staff are expected to report any concerns about children, young people or adults at risk, or about the behaviour or practice of colleagues and other people they come into contact with.



A photograph of a man and a woman looking at a smartphone together. The man, on the left, has dark curly hair and glasses, wearing a teal polo shirt and a lanyard that says 'LEEDS PLAYHOUSE'. He is smiling and pointing at the screen. The woman, on the right, is wearing a yellow knit beanie, a colorful patterned scarf, and a purple sweater. She is holding a glass of beer. The background is dark with some blue lights. A large, semi-transparent orange shape is on the left side of the image.

# THANK YOU

## FIND US AT

Playhouse Square,  
Quarry Hill, Leeds LS2 7UP  
[leedsplayhouse.org.uk](http://leedsplayhouse.org.uk)  
0113 213 7700