



LEEDS PLAY HOUSE

COSTUME TECHNICIAN APPRENTICE

THE
MACKINTOSH
FOUNDATION

Recruitment Pack

Apprenticeship at Leeds Playhouse supported by the Mackintosh Foundation

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



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

[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.



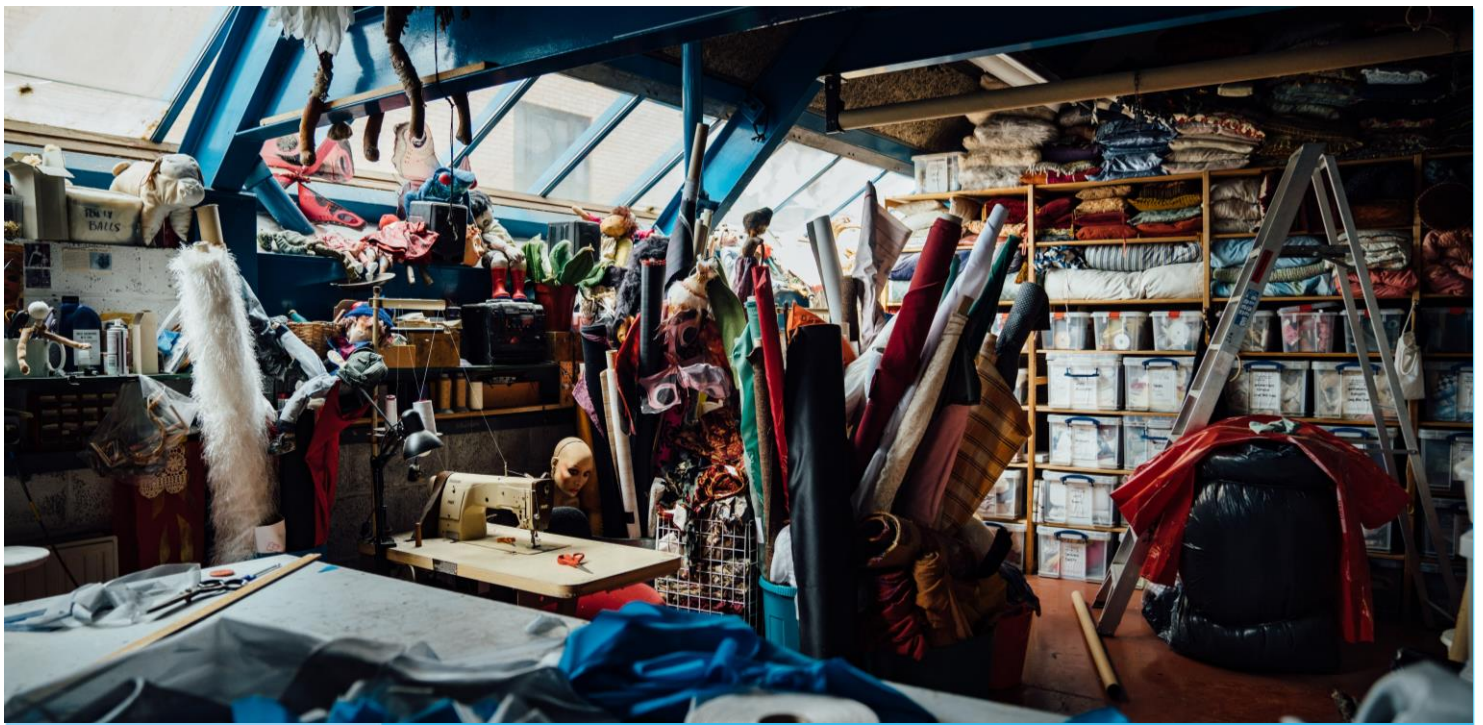
WHAT WE DO

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.

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  @leedsplayhouse



ABOUT YOU

If you require a different format of this Recruitment Pack, please let us know.

We hope this pack will give you plenty of information before applying. But if you do have any further questions, please don't hesitate to drop our Head of Costume, **Victoria Marzetti** an email at victoria.marzetti@leedsplayhouse.org.uk for a chat before applying.

The deadline for this application is **10am, Wednesday 25 June 2025.**

Leeds Playhouse are looking for a **Costume Technician Apprentice** to join us full time for 24 months from Tuesday 16 September 2025.

You will aspire to a career in Costume, interested in all aspects of a costume department from dressing and running wardrobe to cutting, sewing, planning and working with designers. You will be proactive with an eye for detail, passionate about how costume plays a role in storytelling, and a good team player.

You will share the ethos of **Leeds Playhouse** that art should be accessible to and inclusive of everyone and want to join us in working to achieve these aims.



You will be interested in a wide-ranging opportunity – to work in and learn from a large building-based theatre organisation which creates a wide range of theatre with an exceptional Costume Department.

You will be generous spirited, hard-working, creative and curious. You will be flexible and open to making the most of all of the opportunities that may arise throughout the 24 months.

You will be over the age of 18 and locally rooted to Yorkshire. You will have been born and/or raised in Yorkshire or have chosen to live and work in the region.

PROGRAMME

WHAT IS THE MACKINTOSH REGIONAL THEATRE TECHNICAL APPRENTICESHIP PROGRAMME?

Cameron Mackintosh is one of the most successful theatre producers in the world. His charity, **The Mackintosh Foundation**, supports theatre and the performing arts.

Cameron Mackintosh is dedicated to fostering the future success and wellbeing of the theatre industry. As such, in 2023 **The Mackintosh Foundation** launched its first **Regional Theatre Technical Apprenticeship Programme**. In conjunction with regional theatres around the United Kingdom, this programme enabled 13 apprentices to receive first class training and experience which has set them up to successfully enter the business.

We aim to continue our collaboration with theatres across the UK to build on the Apprenticeship Programme so we can provide young people with top-tier training and equip them for a robust and rewarding career in theatre. In order to ensure the future success and wellbeing of the theatre industry, **The Mackintosh Foundation** have created the **Mackintosh Regional Theatre Technical Apprenticeship Programme** that will offer exceptional on-the-job training to young people in their local community and launch them into a robust and rewarding career in theatre.

The Mackintosh Foundation will support one funded apprenticeship at each participating venue, covering the apprentice's salary and towards a weekly travel allowance.

The Mackintosh Foundation will also provide and pay for opportunities for networking and industry exposure, supporting the apprentices from across the country to meet and to become a working cohort both in-person and via zoom.

ELIGIBILITY

TO APPLY, YOU MUST:

- Be in the very early stages of your career in costume. This programme is directly aimed at young people who need a steppingstone into the industry. Have a keen interest in technical theatre and backstage crafts.
- Be locally rooted to West Yorkshire and the Leeds City Region. This is because **Leeds Playhouse** and **The Mackintosh Foundation** are committed to nurturing our local ecology, so even if you are happy to commute from further afield, you are not eligible to apply for this role.
- Have Grade 4 or above in Maths and English is desirable but not essential.
- Have basic computer skills
- Have the legal right to work in the UK.
- Be over 18 years of age.

We welcome diversity in all its forms, and we positively encourage deaf, disabled (including hidden disabilities) & neurodivergent people, African Diaspora people, South, East and South-East Asian people, people who identify as LGBTQIA+, people from culturally and ethnically diverse backgrounds and people who identify as working class or face barriers due to socio-economic status to apply.

THE APPRENTICESHIP

This is an apprenticeship which will provide a wide-ranging opportunity to be part of the creative life of a large-scale building-based theatre organisation. This is a unique opportunity for a locally rooted **Costume Technician Apprentice** to work in a supportive environment surrounded by a wealth of expertise; to grow, develop skills, learn from highly experienced Costume makers and Designers and build invaluable relationships across a range of production departments.

WHAT WILL THE ROLE INCLUDE?

This role is for 24 months starting from Tuesday 16 September 2025. We hope the 24 months will include many of the following opportunities:

- Apprenticeship qualification **Level 3 Costume Technician – Stage & Screen**;
- The opportunity to develop your creative practice and portfolio within one of the most well-respected theatre Costume Departments in the country;
- To grow your skills as a Costume Maker, learning from a team with decades of experience, covering everything from cutting, sewing, dyeing, breaking down, maintenance, planning and working with Designers;
- Access to making spaces in the Costume department of **Leeds Playhouse**;
- To understand what is involved for costume within performances – including dressing, stock management, maintenance, track management;
- The opportunity to connect with the extensive Production Departments of **Leeds Playhouse** including Props, Scenic Workshop, and Stage Management to see how these departments collaborate and overlap with the work of the Costume Department. This will involve practical, hands-on experience working within these departments;

- Support to establish a wider network of relationships within the Yorkshire theatre ecology, and in creating opportunities for future employers to see your work, with a view to supporting your career beyond the end of the traineeship;
- Opportunities to see theatre at **Leeds Playhouse**, across Yorkshire and further afield;
- Opportunities to connect with **The Mackintosh Foundation** and to be part of networking opportunities and the peer support networks established by them;
- Access to learning how a big organisation works. This would include the opportunity to attend meetings such as Company Gathering and Access & Inclusion, and to access a variety of the strategic partnerships **Leeds Playhouse** have such as **Ramps on the Moon** (which seeks to normalise the presence of deaf and disabled people on and off stage), and to be part of our **Plan for Change** specifically working to address the structural racism that we acknowledge is part of our organisation and industry;
- Full time employment inclusive of training & self-learning.

WHAT SUPPORT WILL YOU GET IN THE ROLE?

Line Management

Your line manager will be **Victoria Marzetti**, Head of Costume & Wigs.

Training Provider

The programme is fully supported by **Chichester College**, who are the training provider. You will have regular online lesson days with tutor from **Chichester College**.

Wider Support

You will work and develop as part of the Costume team at **Leeds Playhouse**. You will have the opportunity to attend meetings and sessions with organisations that partner with **Leeds Playhouse**.

Access Requirements

We can provide support for reasonable adjustments you may need such as access requirements, and can make a referral to **Scope** to support **Access to Work** applications.

Buddy

If appropriate, we can arrange for you to have a 'buddy' with another member of the **Leeds Playhouse** team to support you and give you peer-to-peer advice.

Employee Support

As an employee of **Leeds Playhouse**, you will have access to a range of support including a referral pathway for in-house counselling, **Care first** mental health services (our employee assistance programme), our online micro-aggressions reporting tool, our HR & Learning team, as well as access to our Multi-Faith and Reflection Space.

SKILLS, EXPERIENCE, VALUES

WE ARE LOOKING FOR SOMEONE WHO:

- Is passionate about costume in all its many aspects dressing, maintenance, organising, research, pattern drafting, cutting, sewing (hand & machine), fitting, dyeing, breaking down, etc;
- Is interested in how to support Designers in bringing their designs to life;
- Is good at working together with people as well as being able to work well alone;
- Has good communication skills;
- Is willing to listen, learn, contribute and problem solve;
- Is flexible and adaptable, often in a busy working environment;
- Has enthusiasm, integrity and is prepared to try new things;
- Some knowledge of theatre practice and a desire/proven passion to work in backstage wardrobe/costume;
- Respects the dignity of other people and shares the ethos of **Leeds Playhouse** that art should be accessible to and inclusive of everyone;
- Is excited about being part of a wider network of Production apprentices & trainees from across the country through **The Mackintosh Foundation**;
- Is curious, open and keen to get stuck in and to learn from the wide range of people and skills on offer at **Leeds Playhouse**;
- Is willing to play a role in the life of the company and to work across departments to develop a positive and engaged organisational culture;
- Has a positive attitude to, willingness to engage with, and seek continual improvement in areas of inclusion and anti-racist practice at **Leeds Playhouse**;
- Is willing to undertake training and development as required.

EMPLOYMENT TERMS SUMMARY

CONTRACT

Fixed-term, full-time contract for 24 months.

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
- Completion of a satisfactory Enhanced Disclosure and Barring Service (DBS) Check*

SALARY

£25,397 per year.

HOURS

Full time, 40 hours per week on any 5 days out of 6, Monday to Saturday. This will include one day a week attending college or training (which could be remotely delivered).

Ability to work some evenings and weekends, when required, will be beneficial to see the full extent of the running of the department.

There may be occasions when you are required to work outside the normal hours outlined. In recognition of additional hours worked, you are entitled to Time Off in Lieu (TOIL) in line with the Playhouse TOIL policy.

PROBATIONARY PERIOD

12 weeks.

NOTICE PERIOD

4 weeks. 1 week during probation period.

PLACE OF WORK

Your main base will be Leeds Playhouse, Playhouse Square, Quarry Hill, LS2 7UP.

You may be required to travel throughout the UK in the performance of your duties. We may change your usual place of work, or require you to perform your duties in another place in the UK whether temporarily.

LOCATION

For the duration of the residency, you must be based locally and within commuting distance of Leeds City Centre. There are no relocation fees or accommodation expenses available.

DBS

We may ask you to complete a DBS check, which will cover you to work with children, young people and adults at risk.

ACCESS

We can provide support for reasonable adjustments you may need such as access requirements.

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)

* In line with the Playhouse's Safeguarding Policy, any appointment will be made subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. The Playhouse will not discriminate unfairly against any convictions or other information revealed.

HOW TO APPLY

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

We guarantee to interview any candidate with a disability who shows in their application that they have the skills, experience and values needed for this role, subject to capacity. This commitment is part of our Disability Confident Scheme.

You will be asked to answer the following questions. In answering these questions, think about the skills, experience and values we're interested in which are listed on page 11. We're interested in what you say rather than how you say it. We will ask you to submit an Application Form with the questions below, but when prompted in the form, if you would prefer to answer in a different format that best suits you to be able to respond fully to the questions you can do so. This could be written English, video (BSL/spoken English/SSE), audio recording, bullet points, the application form etc.

- 1. Share with us a photo or drawing of something costume related that you've made that you're proud of. Try to choose something that was part of telling a story, for example: a costume design, a Carnival costume, a fancy dress outfit, an outfit for a doll. Why have you chosen this? What were you proud of? What would you improve? (write/record around 300 words).**
- 2. Please tell us a little about your life and learning/career journey so far. Why would this opportunity help you overcome any barriers you have faced and be the right next step for you? (write/record around 400 words).**
- 3. Please tell us about your interest and experience in costume, paid or unpaid, both in and out of theatre. What are your strengths? (write/record around 300 words).**
- 4. What areas of costume do you need support in developing? What part of costume do you think you need to learn more about? (write/record around 300 words).**
- 5. Tell us anything else you think will help us know more about you and your experience. (write/record around 300 words).**

Submit your Application Form.

Email your photo/drawing that we will ask for (and any alternative answers) to:

production@leedsplayhouse.org.uk

both by 10am, Wednesday 25 June 2025. In the subject line put "Mackintosh Costume Technician Apprentice".

Please also complete the **Leeds Playhouse Inclusion and Diversity Monitoring Form** by the deadline. Data from your diversity monitoring form will not be shared with the recruitment panel. We will share anonymised data from this form with **The Mackintosh Foundation**.

We hope this pack has given you plenty of information before applying, but if unsure this is the right thing for you, **we will be holding two Open Evenings on Wednesday 11 June and Thursday 12 June 2025, between 5pm – 8pm** to answer any questions and meet some of the team. Come to the Front Room Café entrance of the Playhouse on St Peter's Street.

If you do have any further questions, please don't hesitate to drop our Head of Costume & Wigs, **Victoria Marzetti** an email at **victoria.marzetti@leedsplayhouse.org.uk** to arrange a chat before applying.

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.

WHAT HAPPENS NEXT?

PHOTOGRAPHY CREDITS

All photographs are copyright
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Cover: *A Raisin In The Sun*,
photography by Ikin Yum; *Charlie
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Page 1: *The Lion, The Witch and
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Page 2: *Oliver!*, photography
by Robling Pix

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

Page 4: Leeds Playhouse Soft
Furnishing Room, photography taken
by Helen Murray

Page 5: Leeds Playhouse Costume
Department, photography by Helen
Murray

Page 17: *The Lives We Carry* at
Furnace Festival, photography by
Steffi Njaya

- We need to receive your application by 10am,
Wednesday 25 June 2025. Late applications will not
be considered.

- We will acknowledge receipt of your application
within 5 days.

- If you are shortlisted, you will hear from us by
email or phone. You will be invited to a first-round
visit to the Playhouse in the week commencing 30
June 2025. This is an opportunity for you to get to
know us, meet people that you would be working
with. This would be a workshop style group
interview with practical tasks helping us to get to
know you and your interests. We hope this will be a
fun experience.

- After the first-round we will host a second round of
interviews in the week commencing 7 July 2025.
This would include an opportunity to look round the
Playhouse, meet key staff members and peers, and
to have a chance to get an initial sense of the
working environment. The interview would be
individual with a panel.

- Do let us know if there are any changes we can
make which will enable you to fully participate in any
stage of the selection process. If you have any
concerns at any part of the process, please do
contact the Human Resources & Learning team by
recruitment@leedsplayhouse.org.uk.

- If you are not shortlisted for either of the stages,
we will let you know as soon as we can. However,
we hope to have more opportunities for people
interested in costume making and dressing in the
future so we hope that this application can be the
start of a connection between you and Leeds
Playhouse.

- The successful Mackintosh Costume Technician
Apprentice will start on Tuesday 16 September
2025.

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 with a badge 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. They are standing in front of a dark background with some blue lights. A large, semi-transparent orange vertical bar is on the left side of the image.

THANK YOU

FIND US AT

Playhouse Square,
Quarry Hill, Leeds LS2 7UP
leedsplayhouse.org.uk
0113 213 7700