



LEEDS PLAY HOUSE

A CHRISTMAS CAROL DRESSER

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



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

+

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

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

leedsplayhouse.org.uk

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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

CHARLES
DICKENS'

A CHRISTMAS CAROL

ADAPTED BY
**DEBORAH
McANDREW**



THE ROLE

KEY DATES:

Monday 6 October 2025
– First day rehearsals
w/c 3 November 2025
– Fit up
w/c 10 November 2025
– Technical rehearsals
20 November 2025
– First preview
27 November 2025
– Press performance
17 January 2026
– Last performance

We are looking for a number of local Dressers to be part of the Wardrobe show running team for a new Production of **Charles Dickens' A Christmas Carol** at **Leeds Playhouse** for this festive season.

The Dressers will be expected to work each performance, with track to be carried out to a high standard, with support from Head of Wardrobe and the Deputy Head of Wardrobe to ensure the smooth running of wardrobe delivery within the show.

A CHRISTMAS CAROL

It's Christmas Eve in Victorian England and Ebenezer Scrooge is as grumpy as ever - no twinkling lights, no festive cheer, just pure bah-humbug!

Adapted for the stage by Deborah McAndrew, directed by Amy Leach (*Mr Snow*, *Animal Farm*, *Macbeth*), and with set & costume design by Hayley Grindle, *A Christmas Carol* promises a heart-warming and joyful experience for all.

Join us for festive magic and an unforgettable journey of redemption and cheer.

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DUTIES AND RESPONSIBILITIES

THE MAIN DUTIES AND RESPONSIBILITIES OF THIS ROLE ARE:

- To undertake allocated dressing duties on *A Christmas Carol*, including post-show collection and costume maintenance as required.
- To carry out allotted track efficiently, consistently and correctly to a high standard.
- Assist the actors in performances with their costumes, including quick changes.
- Set out every part of each costume including accessories in the dressing rooms and other parts of the Theatre where costume changes are to occur.
- Attend technical, dress and costume understudy rehearsals for the purpose of observing and learning dressing tracks and to be available to the actor/actors allocated to them on or off stage as appropriate.
- Dress actors of all genders as allocated by the Head of Wardrobe before the performance.
- Deal with emergency repairs to costumes.
- Recognise where maintenance work needs to be carried out on a costume and return it to Head Of Wardrobe or Deputy Head of Wardrobe with a note of the maintenance requirements.
- Help actors to change at the end of the performance and to hang up their costumes, returning appropriate costumes and laundry to Costume Maintenance.
- Ensure that work materials and all costumes and dressing rooms in which they work are kept in a tidy and secure manner.
- Report any losses or unsafe practices in dressing rooms to the Head of Wardrobe / Leeds Playhouse Head of Costume & Wigs.
- Ensure that security, safety and good housekeeping procedures for the department are properly carried out.
- Share information with your manager, team and colleagues as appropriate, whilst respecting confidentiality, so that you and your colleagues have all the information you need to perform your duties effectively.

- Positively contribute to ensuring the work materials and all costumes are kept in a tidy and secure manner.
- To carry out in a timely manner good housekeeping, security and safety procedures for the department.
- To contribute positively to a good working environment for all – where everyone feels respected, safe and included.
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Head of Wardrobe, Company Manager, Production Manager or Producers from time to time.

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 take 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.

KEY RELATIONSHIPS

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.

The role of Dresser is part of the Wardrobe team. You will be line managed by the Head of Wardrobe during the time at Leeds Playhouse. Leeds Playhouse Head of Costume & Wigs will be responsible for your pastoral support.

KEY LEEDS PLAYHOUSE RELATIONSHIPS

- Head of Costume & Wigs
- Deputy Head of Costume
- Costume team
- Local Dressers
- Local Maintenance
- Technical Director
- Senior Producer
- Members of other departments throughout Leeds Playhouse

KEY PRODUCTION RELATIONSHIPS

- Company Manager
- Costume Supervisor
- Head of Wardrobe
- Deputy Head of Wardrobe
- Head of WHAM
- WHAM Assistant
- Stage Management team
- Sound No. 1 and Sound No. 2
- Acting Company

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

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

- Experience of dressing for live performance / theatre production.
- Basic sewing skills.
- Ability to work as part of a team as well as individually.
- Ability to troubleshoot.
- Ability to adapt work in accordance with performance and venue requirements.
- Ability to build respectful rapport with actors and work with other theatre staff.
- Good communication and organisation skills, with good level of empathy, integrity and confidentiality.
- A positive, can-do attitude.
- Calm, confident, understanding and flexible.
- Positive approach to equity, diversity and inclusion, with willingness to train in and develop those areas.
- Local to Leeds / West Yorkshire, living within 40 miles of Leeds Playhouse, or have a base in Leeds.

DESIRABLE REQUIREMENTS

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

- Ability to iron and wash clothes, and clean shoes.

EMPLOYMENT TERMS SUMMARY

CONTRACT

This is a temporary, casual contract for between the period of 10 November to 17 January 2026.

Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK
- satisfactory Enhanced Disclosure and Barring Service (DBS) Check*

PAY

£12.21 per hour, with a minimum 4-hour call.

Single Time payable for any hours worked:

- Up to 8 hours in a day between 9am & 11pm, Monday to Saturday
- Up to 40 hours in a week between 9am & 11pm, Monday to Saturday

Time & A Half paid for any hours worked:

- Over 8 single time hours in a day between 9am & 11pm, Monday to Saturday
- Over 40 single time hours in week between 9am & 11pm, Monday to Saturday

Double Time paid for any hours worked:

- Before 9am or after 11pm Monday to Saturday
- Any hours worked on a Sunday or Bank Holiday

Set meal allowance paid for working over 10 hours in a day.

All other details and ancillary payments as per Leeds Playhouse In-house agreement.

* 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.

EMPLOYMENT TERMS SUMMARY

HOURS

Hours as required from Production schedule and Performance schedule, including understudy calls, EPK and any other work required for smooth delivery of the show.

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.

NON-CONTRACTUAL BENEFITS

- Free employee assistance service.
- Corporate gym and swimming discount.
- Staff ticket discount.
- Staff discount in Playhouse food and drink outlets.
- Voluntary Cash Health Plan (optional).



BENEFITS

NON-CONTRACTUAL BENEFITS

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- Corporate gym and swimming discount.
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- Staff discount in Playhouse food and drink outlets.
- Voluntary Cash Health Plan (optional).

HOW TO APPLY

TO FIND OUT MORE,
PLEASE CONTACT
VICTORIA MARZETTI
victoria.marzetti@leedsplayhouse.org.uk.

PHOTOGRAPHY CREDITS

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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 fill in **both** 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.

Please also email a CV to Victoria.Marzetti@leedsplayhouse.org.uk with the role you are applying for in the subject line.

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.

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 at night. 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 phone. 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

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leedsplayhouse.org.uk
0113 213 7700