



# LEEDS PLAY HOUSE

# HEAD OF COSTUME & WIGS

## 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)



QUARRY THEATRE  
**850 CAPACITY**



BRAMALL ROCK VOID  
**100 CAPACITY**



COURTYARD THEATRE  
**420 CAPACITY**

# QUICK FACTS

## 3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

## c193,000

AUDIENCE PER YEAR

## OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

## 10M+

TURNOVER

### +

- Restaurant and café
- Two bars
- Conferencing and events
- Public gallery space

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

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

  @leedsplayhouse



# WHO WE ARE

**Leeds Playhouse** has been one of the UK's leading producing theatres for 55 years. We are an award-winning cultural hub, a place where people come together to share stories, spark creativity and experience world-class theatre in the heart of Yorkshire.

At the heart of our purpose is a belief in the transformative power of theatre. We are driven by a social mission – to create work that speaks directly to the people of Leeds, reflects their lives, and opens up new possibilities for everyone who calls this city home. Our productions, projects and partnerships are rooted in the belief that culture should be accessible to all, and that theatre can be a catalyst for change.

The Playhouse has a proud history of inclusive practice, community connection and civic responsibility. We work closely with people across our region to ensure our work is representative, relevant and resonant. Our commitment to inclusivity is embedded in everything we do, from our artistic programme to our participation work and building design.

This warm, open approach has been recognised nationally. In 2022, **Leeds Playhouse** was named **Most Welcoming Theatre** at the **UK Theatre Awards**, a testament to our commitment to creating an accessible, inclusive and creative space at the heart of the Leeds City Region. Our productions continue to receive national acclaim. In 2025, our production of *Animal Farm* won the **UK Theatre Award for Best Revival** and a range of our productions were nominated for **Olivier, Black British Theatre, Asian Media** and **What's On Stage Awards**. For three consecutive years, Playhouse performers have won **Best Performer in a Musical**, and in 2024 our production of *Oliver!* was named **Best Musical**.

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

  @leedsplayhouse



# THE ROLE

We are recruiting for an individual with extensive experience as a costume supervisor and / or experience of running a costume-making department – whether in theatre, film or TV.

The Head of Costume & Wigs is a Senior Head of Department role within the Production directorate at **Leeds Playhouse**. It is a key role in the effective delivery to stage of the artistic and creative teams' vision. It involves detailed collaboration with all technical and artistic departments and with our Playhouse Connect team. The ability to lead a team, work collaboratively with other departments, remain calm and focused under pressure and meet deadlines is essential.

The Head of Costume & Wigs line manages the Costume department, which is a permanent team of Deputy Head of Costume, Head Cutter & Workroom Manager, Cutter, and Costume Assistant. The Playhouse also currently has a Costume Technician Apprentice funded by the **Mackintosh Foundation**.

You will be working in collaboration with colleagues across our Production departments in support of external creative teams and our Playhouse Connect team.

# DUTIES AND RESPONSIBILITIES

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

**Management of all day-to-day operations of the Costume department, including but not limited to:**

- Oversee all costume manufacture and maintenance for the Playhouse.
- To contribute positively to a good working environment for all – where everyone feels respected, safe and included.
- To be Costume Supervisor on Playhouse productions and/or support Deputy Head of Costume or freelance Costume Supervisors.
- Ensure the historical and contextual accuracy of costume design and wigs for each production.
- Manage Health & Safety for the department.
- Matrix manage staff and resources across multiple projects to maximum effect – in delivery of costumes; running of the shows including laundry maintenance.
- Recruit and line manage Costume team, Wardrobe team and Wigs, Hair & Makeup teams as required for specific productions including co-productions, within budgets available.
- Ensure the Costume department delivers to deadline and on budget in all projects.
- Manage the performance of all costume and freelance staff including carrying out annual appraisals.
- Deliver a comprehensive programme of staff training.
- Maintain an up-to-date reserve of freelance labour.
- Manage the departmental budget and ensure that you comply to the Playhouse finance accounting systems.
- Manage relationships with suppliers ensuring the best value procurement and strict delivery schedules.
- Being mindful of Theatre Green Book and environmental sustainability in the procurement and reuse of resources.

- Maintain all stock records and account for all materials used and purchased.
- Ensure all equipment is maintained to comply with current Health & Safety guidelines.
- Maintain excellent working relationships with all other departments across the Playhouse.
- Maintain and manage the Playhouse costume and wigs stocks ensuring appropriate storage and their use within productions and co-productions, which enables continued future use.
- To specifically hold the day-to-day relationships with **Chichester College** and **Mackintosh Foundation** to ensure that the Costume Technician Apprentice is well supported over their time with the Playhouse. To liaise with other participating organisations and apprentices to help and support the overall delivery of the **Mackintosh Regional Theatre Technical Apprenticeship Programme**.

**AS COSTUME SUPERVISOR, including but not limited to:**

- Work with the Costume Designer to realise the costume designs within the budget and resources available.
- Supply costings for production from details as provided by the Creative team.
- Work closely with the Workroom Manager to ensure the most efficient quantity of making within the department.
- Managing the freelance makers, ensuring they have all the materials and information to enable them to deliver to agreed deadlines.
- Working closely with the dressers and show support teams to ensure they have all the information and support to deliver the shows.
- Coordinating the appropriate storage for transferring shows to other venues.
- To create and maintain the Costume Bible for a production, including photo references, fabric sources etc. Both physical and digital bible.
- Liaise with Directors and Stage Management on the Costume logistics of the cover tracks where appropriate.

- Ensure all body worn consumables are assigned to the company appropriate to the production design and the protected characteristics of each individual.

### **GENERAL RESPONSIBILITIES**

- Adhere to and implement the policies and procedures of **Leeds Playhouse** as detailed in the staff policies, including but not limited to
  - Safeguarding,
  - Health and Safety
  - GDPR and data protection
  - Access & Inclusion
  - Environmental sustainability.
- Contributing to **Leeds Playhouse's** Plan for Change and intentions to become an anti-racist organisation.
- Working with all other departments to ensure that the people of Leeds have access to the resources **Leeds Playhouse** has to offer.
- Playing a role in the life of the company and working across departments to develop a positive and engaged organisational culture.
- 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 Head of Costume & Wigs is the Senior Head of Department of the Costume team, which sits within the wider Production directorate.

You will line manage the Deputy Head of Costume, Head Cutter & Workroom Manager, Costume Cutter, Costume Assistant and any fixed term, casual or freelancers assigned to the Costume & Wigs team at the Playhouse. You will be line managed by the Technical Director.

## KEY INTERNAL RELATIONSHIPS

- Deputy Head of Costume
- Head Cutter & Workroom manager
- Costume Cutter
- Costume Assistant
- Casual dressers, maintenance and WHAM teams
- Production Manager
- Stage Management
- Sound team
- Production Head of Departments
- Playhouse Connect department
- Technical Director
- Producers
- Fundraising and Development team
- Senior Management Team

## KEY EXTERNAL RELATIONSHIPS

- Costume Designers
- Wigs, Hair & Makeup Designers and Supervisors
- Directors and Associate Directors
- Other Creative team members
- Acting Company including musicians and young people
- Freelance Costume Makers
- Regional Theatre Costume teams
- Mackintosh Foundation and Chichester College Apprentice support teams
- Commercial Producers and Regional Theatre producers
- Suppliers and Manufacturers
- Equipment maintenance companies

# PERSON SPECIFICATION

## ESSENTIAL REQUIREMENTS

**If you do not demonstrate that you meet all these criteria, you may not be shortlisted.**

- Proven track record of running a Costume department including all requirements for show running and maintenance.
- Proven record of costume supervising large scale productions from design through to realisation.
- Excellent working knowledge of costume manufacture and maintenance for theatre.
- Excellent working knowledge of modern materials and their application to theatre.
- An in-depth understanding of historical periods and their influence on costume design and wigs.
- An in-depth knowledge of specialist suppliers within this environment both regionally and nationally.
- Strong ability to lead and work well within a team.
- Proven budget management skills.
- Exceptional organisational skills.
- Enthusiasm for developing skills within the Costume team and the wider regional ecology. Ensuring an environment that shares skills and knowledge and utilises and develops local resources and people.
- Self-motivated and proactive work ethic.
- Familiarity with and willingness to work weekends and late into the night, as is the nature of the entertainment industry.
- Computer literacy (especially Word & Excel) and competency of financial systems.
- Strong experience of using good Health & Safety practices within the entertainment industry.
- Strong communication and organisation skills, with high 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.

# PERSON SPECIFICATION

## DESIRABLE REQUIREMENTS

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

- Costume cutting and making.
- Experience of Wigs, Hair & Make-up for theatre.
- Fabric dyeing and costume breaking down.
- Touring experience.
- Experience of working with a young ensemble.
- Full Clean Driving license – including experience of driving small to medium vans.
- First At Work qualification.
- Mental Health First Aider Qualification.
- Health & Safety Qualification – experience of writing Risk Assessments.

# EMPLOYMENT TERMS SUMMARY

## CONTRACT

Permanent, full-time contract.

Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK
- successful completion of a 6-month probation period
- completion of a satisfactory Enhanced Disclosure and Barring Service (DBS) Check\*

## SALARY

£42,611 per year, plus limited overtime available for agreed production periods, TOIL at all other times, to be agreed with the Technical Director.

## HOURS

Full-time of 40 hours per week over 5 out of 6 days (Monday to Saturday). Evening, weekend and some Public Holiday work will be required.

There may be occasions when you are required to work outside the normal hours outlined.

## NOTICE PERIOD

12 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**.

\* 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.



# 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)

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

  @leedsplayhouse

# HOW TO APPLY

TO FIND OUT MORE,  
PLEASE CONTACT  
OUR TEAM AT  
[production@leedsplayhouse.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: *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. See the end of this job pack for details required in the application form.

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.



**THANK YOU**

**FIND US AT**

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