

Sadler's Wells  
Casual Theatre Wardrobe Assistant



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## Welcome

*Thank you for your interest in joining Sadler's Wells. We hope that it will be a great opportunity for you in your own career.*

Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. Our mission is to make and create dance that inspires us all, and our vision is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

When artists and audiences talk about Sadler's Wells, they use the words: 'innovative, exciting and risk-taking'. Trying new things is part of our core purpose, and it's more important today than it has ever been.

This is an exciting and complex time in the theatre's history as we recover from the impact the coronavirus pandemic has had on our business model and work towards opening a fourth venue in Queen Elizabeth Olympic Park in east London in 2023.



## Background Information

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

In normal times, over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

## Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop theatre academy, all planned to open by the end of 2023.



## Casual work

The Technical Department maintains a list of staff who may be offered work on a casual basis. To be included on this list, individuals should have prior theatrical backstage experience. Inclusion on the list does not guarantee that work will be offered, and individuals may decline work offered.

## What we are looking for

Please find below the skills and core behaviours required to undertake the duties of a Casual Theatre Wardrobe Assistant.

The applicant should be a flexible, practical person with excellent technical skills and experience in professional technical theatre work, specifically in stage work. The applicant should be calm under pressure, a good problem solver and be able to work well as part of a team. The applicant should be self-motivated and be confident in all aspects of their skills area.

All technical staff are expected to foster good working relationships with members of the Technical Department and other Sadler's Wells departments, ensure that the Trust complies with Health & Safety and local authority licensing legislation, and support the Trust's Sustainability Policy and Equality, Diversity and Inclusion Policy

### Principle Duties:

- Take direction from Head of Wardrobe, Technical Managers & Visiting Company wardrobe teams
- Undertake the role of Wardrobe Assistant and/or Dresser for Sadler's Wells, with additional responsibilities for the wardrobe requirements of the Peacock Theatre and Lilian Baylis Studio
- Liaise with visiting companies on site to ensure their wardrobe requirements are met to the highest standards within the resources available
- Maintain a positive and proactive approach to the show and to visiting company requirements and requests
- Assist in an efficient, well-organised and safe physical working environment, ensuring wardrobe rooms and dressing rooms are kept in a clean and tidy manner
- Oversee the usage of all tools, equipment and machinery in use in wardrobe and wardrobe maintenance areas
- Take part in ongoing cleaning and maintenance of costumes and wardrobe areas
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premise

*THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.*

## Who should apply?

Sadler's Wells and The Peacock are receiving theatres with very varied seasons, including both artistic and commercial activities, and presents work in three venues: Sadler's Wells Theatre (1,500 seats), The Peacock (1,000 seats) and the Lilian Baylis Studio (180 seats).

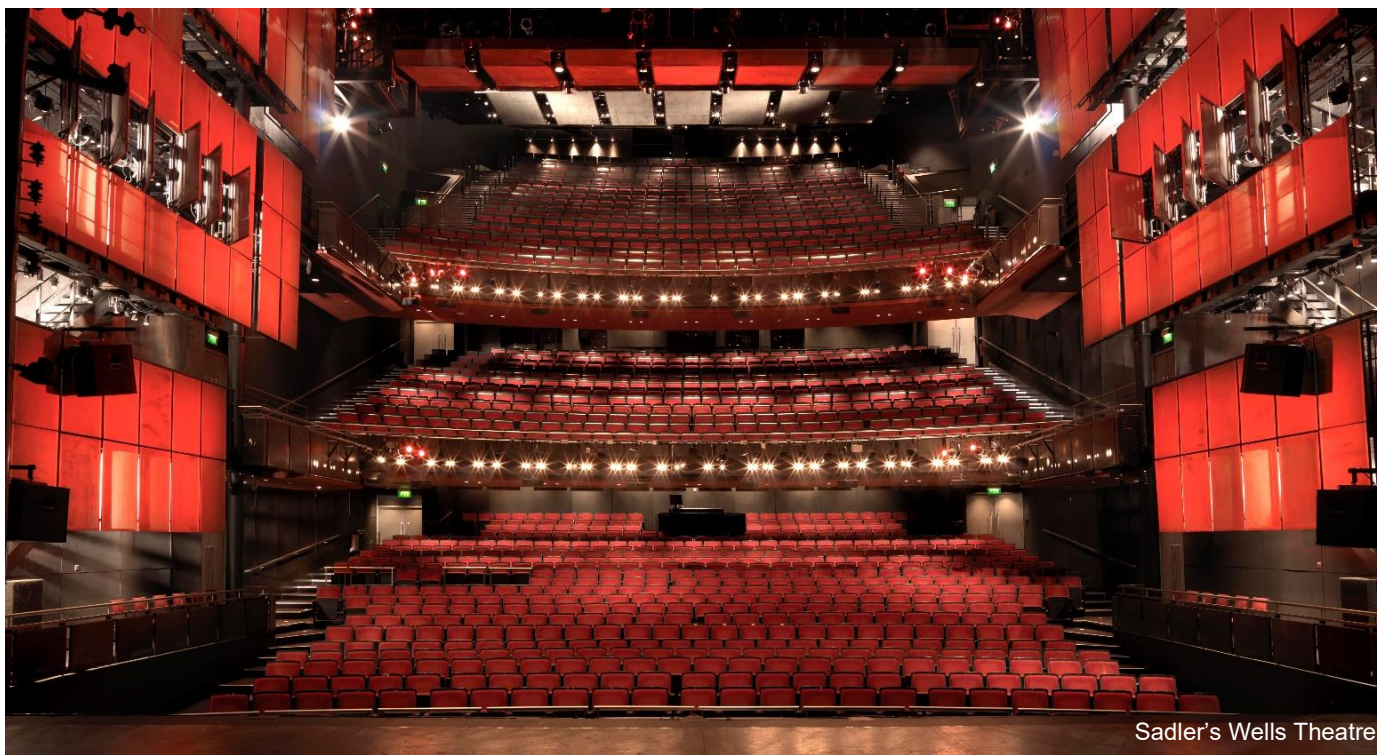
Please find below the skills and experience requirements to undertake this post. These criteria will be used in the decision-making process. Please give examples of how you have exhibited these behaviours in your previous role(s). You should address these on the application form and in your supporting statement.

### Skills and Experience

The successful candidate should be a flexible, practical person with excellent technical skills and experience in professional technical theatre work. The applicant should be calm under pressure, a good problem solver and be able to work well as part of a team. The applicant should be self-motivated and be confident in a wide range of technical theatre and sound and video skills.

#### Desirable skills:

- Experience of working with touring companies and/or venues
- A thorough knowledge of theatre costume including knowledge of dance costume
- Knowledge of safe manual handling techniques
- Experienced dresser, including preparation of accurate dressing plots
- An understanding of maintenance methods appropriate to different materials and accessories
- Flexible attitude, ability to work as part of a team and ability to communicate effectively and politely with colleagues
- Ability to work under minimum supervision
- A commitment to safe working practices and treating others with respect at all times



## Why work for us?

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

- You will be offered a salary of £10.87 per hour, plus Sunday, bank holiday, overtime and get-out rates where applicable. These are casual positions and shifts will be offered as and when they are available according to the needs of the production on stage in any given week. The *minimum* shift is four hours
- All staff are entitled to paid annual leave, in addition to the hourly rate paid. For casual staff this holiday pay is accrued and can be paid on request
- You will have access to our comprehensive Employee Assistance Programme (EAP) to support your wellbeing
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have a number of anti-racism commitments to make lasting changes in the way we work

## Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

If you would like support or have any queries regarding the format or submission of the application, please contact us on [recruitment@sadlerswells.com](mailto:recruitment@sadlerswells.com).

We welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.

**This is an ongoing vacancy, we welcome applications at any time. If successful, an interview will be arranged at a mutually agreeable time. Our aim is to recruit based on the needs of the business and the department, thus this vacancy may be closed without further notice, if we reach maximum capacity.**

