

JOB DESCRIPTION



Job Title	Head Dresser
Department	Producing and Programming- Wardrobe
Reporting To	Head of Wardrobe
Responsible For	Dresser
Main Purpose	Supervising Dressers and setting costumes ready for performances, assisting cast members with costume changes backstage and maintaining and repairing costumes.

Main Duties Include

- To create a dressing plot for all members of the cast and to designate costume track to dressers, making sure that they carry out the work appropriately. This is to be formulated as a draft ahead of technical rehearsals and refined ahead of dress rehearsal and previews
- Manage the dressers' work rota including wardrobe maintenance
- Make pre-production and running cost purchases where necessary, working within a budget set by the Head of Wardrobe/Deputy Heads of Wardrobe
- Recognise where maintenance work needs to be carried out on a costume and either pass on to the Wardrobe team for major repairs or deal with minor repairs within the dressing team
- Build a rapport and assist the actors into their costumes, helping them with any quick changes whilst maintaining a calm, professional demeanour at all times towards all performers
- Set out each costume, including accessories, in the appropriate location for quick changes
- Help actors to change out of their costumes at the end of the performance if required. Make sure all costumes are hung up correctly
- Attend rehearsal room run-throughs prior to technical rehearsals along with all the dressers in your team
- Ensure that security, safety and good housekeeping procedures are carried out, particularly in all dressing rooms and dressing areas and report any unsafe practices to the Head of Wardrobe

General

- Driving change in our industry through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity
- Being accountable for the safety of yourself and others by working safely and in accordance with our Health & Safety legislation and Safeguarding Policies
- Creating a positive working environment, underpinned by the organisation's values
- Assisting our work in developing audiences, improving our digital practice and growing fundraising income for the theatre
- Ensuring we are collecting and using data from all activities to inform decisions, demonstrate our impact and fulfil our funding conditions
- Complying with all legal requirements relating to the General Data Protection Regulation (GDPR)
- Contributing to the sustainability of the organisation in line with Sheffield Theatres' environmental conditions
- Carrying out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post
- Undertaking relevant training and development as required

PERSON SPECIFICATION

- Basic sewing skills
- Experience of dressing for a live performance/ theatre production
- Ability to supervise others
- Self-motivated with the ability to organise and prioritise, work well under pressure with minimal supervision and to non-negotiable deadlines, with accuracy and attention to detail
- Flexible attitude and able to work as part of a team
- An approachable and diplomatic communicator with those at all levels, include actors and theatre staff