

# Lyric

## WARDROBE ASSISTANT (CASUAL)



Rhys Taylor as Fairy Fredbare in *Cinderella*. By Jude Christian. Directed by Tinue Craig. Photo by Helen Maybanks.



Tripti Tripuranani as Mrs Lahiri. Anjana Vasan as Niru in *A Doll's House*. By Tanika Gupta. Directed by Rachel O'Riordan. Photo by Helen Maybanks.



Fode Simbo as Snow. Polly Frame as Kris Kelvin in *Solaris*. By David Greig. Directed by Matthew Luton. Photo by Mihaela Bodlovic.

**"The Lyric ...it's simply a theatre that thinks for itself." A.A. Milne**

We are the Lyric Hammersmith Theatre. We are the civic and creative heart of West London. We believe that everyone deserves to experience the life changing impact of theatre.

In our big, beautiful theatre, we tell stories that matter and work with exceptional talent to make ambitious, entertaining, inspiring shows for our audience in West London and beyond.

We remove barriers to engagement and ensure young people have the opportunity to discover the power of their creativity, shaping the future of British theatre.

We are inclusive, forward looking and unafraid of change – we are proud of our history and ambitious for our future.

A local theatre with a national impact: The Lyric - 125 years young

### **Work with integrity and respect**

We support each other with kindness, openness and integrity. Together we celebrate our achievements and work collaboratively through our challenges.

### **Every day we learn and grow**

We continue to ask questions, seek answers and share our learning with each other for the benefit of the Lyric.

### **Be ambitious and action-focused**

We believe in excellence; we have a can do attitude, go the extra mile and ensure our ideas become actions.

### **Serve our West London community**

We are here for the people of West London, every decision we make and action we take should benefit our community.

## HOW TO APPLY

To apply for the post, please:

- Complete an **application form** in type or black ink. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Return the **application form** and **equal opportunities monitoring form** by email to [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk).
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **10am on Tuesday 30<sup>th</sup> August 2022**. Interviews will take place on **Thursday 8<sup>th</sup> September 2022**

If you would like to submit your application form in another format or require this information pack in a different font or format, we would be happy to accommodate this. Please contact the Administration & HR Team on 020 8741 6822 option 2 or [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk) to discuss a suitable alternative.

## JOB DESCRIPTION FOR THE POST OF WARDROBE ASSISTANT (CASUAL)

RESPONSIBLE TO:	Head of Costume
CONTRACT:	14 November 2022 – 07 January 2023
SALARY:	£588 per week
HOURS:	The post holder will be expected to work Tuesday – Sunday with Monday as given day off. This contract is for a variable number of hours not exceeding 60 hours per week. The post holder is expected to be in the building as needed to accomplish their responsibilities.
HOLIDAY:	Holiday will be accrued based on hours worked.
NOTICE PERIOD:	1 Month
PROBATIONARY PERIOD:	1 Month
OTHER BENEFITS INCLUDE:	Staff Ticket Scheme for complimentary/discounted theatre tickets and staff catering discounts

## MAIN PURPOSE OF POSITION

As Wardrobe Assistant, you will be responsible for dressing and wardrobe maintenance for the Lyric's Pantomime, Jack and the Beanstalk.

## KEY RESPONSIBILITIES

- Dressing duties for Jack and the Beanstalk (you will be required to be present at every performance).
- Maintenance of costumes on the production of Jack and the Beanstalk carried out in the manner and frequency required to maintain the appearance and hygiene of all costumes.
- To maintain good relations with all members of the company, and to ensure that the company are receiving an appropriate level of service from the department.
- Attending a run through of the production and preparing quick-change plots and areas.
- Being present at technical and dress rehearsals and being prepared for quick changes.
- Undertaking running repairs and small costume alterations as necessary.
- Ensuring that you have sufficient knowledge of the production as to be able to carry out dressing work
- Ensuring that stocks of cleaning materials and maintenance consumables are maintained in order that the department can operate efficiently.
- Helping to ensure proper maintenance of all relevant equipment in the Wardrobe.
- Helping to keep the Wardrobe and associated areas clean and tidy at all times.
- Maintaining the Lyric's Health and Safety Policy at all times.
- Assisting the in house Costume department in the making of costumes when not involved in other duties.
- Undertaking any other work as agreed with the Head of Production and Head of Costume as appropriate for the position.

### General

- To adhere to the Lyric's Equality Policy, Diversity Action Plan and any other policies or plans the Lyric may introduce in the future, and to play an active and positive role in our anti-racism work
- To work at all times in accordance with the Lyric's Green Policy and ambition to be net-carbon zero by 2030 and to proactively develop and encourage environmentally sustainable practice
- To act always in the best interests of the Lyric Hammersmith Theatre
- To undertake any other duties as agreed with your Line Manager as is appropriate to the post

This job description is a guide to the nature of the work required of this role. It is not wholly comprehensive or restrictive and may be reviewed as required.

## PERSON SPECIFICATION

### Essential:

- Previous relevant experience working in theatre
- Good sewing skills
- Experience of quick changes
- Works well under pressure
- Meticulous and attentive to detail
- Excellent time keeping
- Able to work well within a team
- Keen interest in theatre
- Positive attitude.

### Desirable:

- Basic make-up, hair and wig dressing skills
- Knowledge of working with alternative costume materials
- Working on previous Pantomimes

## EQUALITY & DIVERSITY

The Lyric values and promotes diversity and is committed to equality and opportunity for all. We are working actively to be an anti-racist organisation. Everyone who works with us is required to comply with and actively promote our Equality Policy, and no job applicant or member of our workforce will receive less favourable treatment on the grounds of age, disability, gender, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, sexual orientation, class or socio- economic background, trade union activity or political activity or opinion. The Lyric Hammersmith Theatre has made a commitment that all applicants with disabilities who meet the essential criteria for this job will be invited to interview.

We may use positive action, in cases where candidates are equally qualified, to increase the employment of under-represented groups at the Lyric.

The Lyric Hammersmith Theatre is proud to be a Disability Confident Committed Employer and an official Partner of Parents in Performing Arts (PiPA).



## APPOINTMENTS

All appointments are made subject to satisfactory references, proof of eligibility to work in the UK and are subject to an enhanced or standard Disclosure and Barring Service (DBS) disclosure.

## LYRIC CONTACT DETAILS

If you have any questions about this role or your application, you can contact the Lyric's Administration & HR Team on 020 8741 6822 option 2 or [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk). We look forward to receiving your application.



Photo by Helen Murray



Photo by David Tett



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