



HEAD OF COSTUME



School Girls; Or the African Mean Girls Play
Photo by Manuel Harlan



Accidental Death of An Anarchist
Photo by Helen Murray



Iphigenia in Splott
Photo by Jennifer McCord

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.

LYRIC VALUES

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.
- Submit a portfolio / example of work
- Return the **application form** by email to jobs@lyric.co.uk and complete an **online equal opportunities monitoring form**: <https://lyric.co.uk/equal-opportunities-form/>

The deadline for receipt of completed applications is **12pm Monday 6th October 2025**. First interviews will be held on **Monday 13th October 2025**. You will be asked to bring in your portfolio or example of work. The second interviews will be held on **Thursday 16th October 2025**.

If you would like to submit your application 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 to discuss a suitable alternative. (Between 10:00am – 5:00pm, Monday- Friday)

DESCRIPTION FOR THE POST OF HEAD OF COSTUME

Responsible to:	Head of Production
Responsible for:	Costume Deputy Freelance Staff Wardrobe Assistants / Dressers
Contract:	Full-time, permanent role
Salary:	£40,376 per annum (Plus anticipated increase from 1st October 2025)
Hours/Days:	The Lyric operates a system of annualised hours for production and operations staff and the post-holder's pattern of work will be determined by the needs of the job The Lyric has a House Agreement that details our approach to annualised hours for all staff.
House Agreement Type:	Production Agreement
Holiday:	30 days per annum including Bank Holidays with an additional day added for each year of service up to a maximum of 35 days
Notice period:	Three months

Probationary period:	Six months
Pension:	3% pension contribution after qualifying period
Other benefits include:	Season ticket loan, Cycle to Work Scheme, Employee Assistance Programme, Work from Home Policy, Long service awards, Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts

DEPARTMENT INFORMATION

The Production team consists of:

- Head of Production
- Deputy Head of Production
- Company Stage Manager
- Head of Stage
- Head of Lighting
- Head of Sound and Video
- Head of Costume- This role
- Stage Deputy
- Sound Deputy
- Costume Deputy
- Studio and Technical Events Manager

MAIN PURPOSE OF POSITION

As Head of Costume, you will have experience of costume supervision and costume provision. The Head of Costume is responsible for the preparation, sourcing and making of costumes for all Lyric productions, projects and events whilst ensuring the highest standards in fit and finish of the costumes. As Head of Costume, you will be responsible for all departmental administration and will be required to possess skills in budget management. You will be responsible for allocated budgets as well as maintaining the Lyrics costume store and equipment.

PRINCIPAL DUTIES

Staff Management

- To lead the costume department in the most efficient way carrying out agreed projects to the highest standards.
- To manage both permanent, casual and freelance staff and, in consultation with the Head of Production, discuss and agree calls for work, holiday arrangements and sickness cover.
- To attend production and department meetings, keep costume staff fully informed on planned work schedules and deadlines, and contribute to the development of Lyric policy in all areas.

Productions

- To take part in and organise the smooth running of the costume departments during rehearsal periods, production periods, performances and get-outs for all Lyric productions, and be present for dress rehearsals, previews and press nights as necessary for the Main House.
- To provide costume support in a helpful and efficient manner and to liaise with other technical departments and visiting companies.
- Work with the Comms and Marketing team on photo shoots for Lyric Productions.
- To assist the Head of Production in planning and preparation for all Lyric productions.
- To take an active role in contributing to the Lyric's Green Book commitments.
- To attend production meetings and prepare fully for production periods, including purchasing/hiring special equipment and materials.
- To keep the Head of Production fully informed on the work of the department, and set and agree schedules and deadlines for this work.
- To act as Costume Supervisor for all new Lyric Productions, in consultation with directors and designers, from initial designs to first night. To ensure that all costumes are bought, made or fitted within budget and time restraints.
- To employ and manage dressers and WHAM staff when required.

Maintenance

- To ensure proper maintenance of all relevant equipment in the wardrobe. To plan, cost and implement any agreed improvements to stock items of equipment. To keep the wardrobe and associated areas clean and tidy at all times. To organise and keep clean and tidy wardrobe storage areas in the Lyric and in outside stores.
- To be responsible for maintaining stocks of haberdashery etc. in a secure and tidy manner.

Health and Safety

- To be responsible for Health and Safety in wardrobe and dressing rooms, and ensure that all staff comply with Health and Safety requirements and carry out their work in a responsible manner employing good working practice at all times.
- To ensure that any requirements of the local authority or fire department in those areas are fully complied with.

General

- To liaise with and assist Lyric stage management during rehearsal periods and performances.
- When appropriate and as agreed with the Head of Production, to work in other venues and on tour, and to liaise with resident staff in these venues. Subsistence payments at prevailing TMA rates will be paid as appropriate for work on tour.
- To undertake any other work as agreed with the Head of Productions as appropriate for the production.

GENERAL DUTIES

- Regularly attend Lyric Hammersmith Theatre shows and projects including press nights, Young Lyric and development events.
- Attending internal and external meetings as required.
- To adhere to the Lyric's Equality, Diversity and Inclusion Policy, Anti-Racism Strategy, Health & Safety Policy and any other policies or plans the Lyric may introduce in the future.
- Work at all times in accordance with the Lyric's Environmental Sustainability and Action Plan and proactively develop and encourage environmentally sustainable practice.
- To take an active role in your continuing professional development, identifying relevant training and professional development opportunities
- To act always in the best interests of the Lyric Hammersmith Theatre
- To undertake any other duties as agreed with the Head of Production 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 Criteria

- Substantial experience in a busy making Costume Department including supervision.
- Excellent sewing, pattern drafting and cutting skills.
- Thorough knowledge of both domestic and industrial machines.
- Thorough knowledge of dyeing and breaking down techniques.
- Excellent fabric knowledge alongside thorough knowledge of various costume periods.
- Meticulous and attentive to detail, even when under pressure and working at speed.
- Experience of managing a team
- Excellent budget management.
- Thorough knowledge of relevant suppliers as well as a varied network of freelance makers.
- Working knowledge of wigs, hair and make-up.

Desirable Criteria

- An interest in design as there may be opportunities to costume design and style events on some projects /shows particularly Young Lyric shows.
- First Aid training

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, Diversity and Inclusion 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 supports parents and carers working in theatre.

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, you can contact the Lyric's Administration & HR Team on 020 8741 6822 option 2 or jobs@lyric.co.uk. (Between 10:00am – 5:00pm, Monday-Friday)

We look forward to receiving your application.