

## Dresser / Wardrobe Maintenance

### Job Description

<b>Job Title:</b>	Dresser / Wardrobe Maintenance	<b>Department:</b>	Production
<b>Responsible To:</b>	Wardrobe Manager	<b>Salary:</b>	£21,000 per annum
<b>Location:</b>	Pitlochry	<b>Position Type:</b>	Fixed Term
<b>Working Hours:</b>	Full-Time, annualised hours, average 35 hours over 5 days per week		
<b>Key Relationships</b>	The post holder reports to the Wardrobe Manager and will work closely with other members of the Production Teams, colleagues, Creative Team members, Company, External Collaborators such as co-producing companies		
<b>Context</b>	<p>For over 70 years, we've been Highland Perthshire's artistic heart and soul, sitting on the edge of the River Tummel and looking out to Ben-y-Vrackie. Established in 1951 as Scotland's Theatre in the Hills, Pitlochry Festival Theatre offers a theatrical experience unique in the UK - a summer season performed in repertory, allowing audiences to enjoy six different productions in six days, all performed by a resident company of actors. Now attracting over 100,000 visitors each year, we're not just a venue - we're also famous for producing large-scale plays and musicals that delight theatregoers of all ages.</p> <p>As part of our mission to create life-changing experiences for as many people as possible in our communities through our theatre and our environments, we encourage interactive creativity through our programme of festivals, workshops and other events for young people, families, writers, and professional creatives.</p> <p>We are also transforming our physical space with our bold and ambitious <i>VISION</i> capital development. Including a 172 seat Studio theatre and a reconfigured Front of House, as well as the reinstatement of our stunning outdoor performance spaces, our Theatre Campus will enable us to improve lives by sharing Pitlochry with the world and the world with Pitlochry.</p>		
<b>Purpose</b>	<p>The post holder will participate in the effective and efficient delivery of our Theatre Wardrobe Services. The post holder works within the Production department and, as such, is expected to make a positive contribution to its development and to the success of the company as a whole.</p> <p>We aspire to the highest quality in our production values and in the delivery of all Production services and the post holder will have a key role in achieving high standards of production and quality, as well as developing and maintaining high standards.</p>		



## Key Accountabilities:

1. Participate in the delivery of Wardrobe services in performance, including dressing and maintenance.
2. Participate in the manufacture and creation of costumes for current productions.
3. Help to promote a positive attitude towards health and safety in the Wardrobe areas of Theatre productions and adopt a proactive approach to challenging unsafe work practices in the work environment.

## Key Tasks:

<b>Dresser / Wardrobe Maintenance</b>	Assisting with the manufacture and delivery of Theatre costume and wigs services to the highest possible standards and quality within available resources.
	Taking a lead role in wardrobe maintenance for productions in performance
	Undertaking Dresser duties during the run of a production as allocated by the Wardrobe Manager
	Actively participating in the Wardrobe team's practical work for all costumes and wigs, which will include <ul style="list-style-type: none"> <li>• making,</li> <li>• finding,</li> <li>• hiring or purchasing</li> <li>• maintenance</li> <li>• dressing</li> </ul>
	Participating in the maintenance and upkeep of the working environment and equipment, tools and relevant consumables in all areas used by the Wardrobe team.
	Any other duties or projects required by the Head of Production or Wardrobe Manager to ensure the general smooth and efficient operation of the buildings and organisation.
<b>Health and Safety</b>	Supporting the Executive Director, as Chief Executive of the organisation, in their legislative duties under the Health and Safety at Work etc. Act 1974.
	Supporting the Wardrobe Manager by contributing to the production and review of risk assessments, safe systems of work, COSHH assessments, checklists and other relevant documentation as directed to support Production department activity.
	Supporting the remit and work of the Health and Safety committee, working with committee members to contribute to the day-to-day management of health and safety at the Theatre.
	Attending training as required to update knowledge and skills, and to be able to comply with relevant statutory requirements to a high standard.
<b>Other</b>	Assisting the Production Department with work experience placements, offering work shadow opportunities, training and mentoring as required.
	Actively promote staff welfare, development and training opportunities throughout the Theatre.



**Pitlochry Festival Theatre | +44 (0)1796 484626**  
 Registered Office: Port-Na-Craig, Pitlochry PH16 5DR  
 Company Limited by Guarantee: Registered in Scotland SC029243  
 Regulated by the Scottish Charity Regulator (OSCR) SC013055



	Supporting the nominated Green Champion, in meeting organisational aims and ambitions for its environmental impacts.
	Helping to implement the organisation's Environmental Policy within the Production department

## Wardrobe Assistant & Cutter

### Person Specification

#### Our Mission

Pitlochry Festival Theatre creates life-changing experiences for as many people as possible in our communities through our theatre and our environments.

#### Our Vision

Pitlochry Festival Theatre is the nation's most impactful producing theatre at home and beyond.

#### Our Purpose

We improve lives by sharing Pitlochry with the world and the world with Pitlochry.

#### Our Values

Our values encompass everything we do and how we do it. They underpin our Guiding Principles and inform our Mission, Vision and Purpose.

#### We are Creative

This means we are adaptable, brave, innovative and passionate.

#### We are Respectful

This means we are kind, fair, empathetic and honest.

#### We are Empowering

This means we are supportive, positive, encouraging and fun.

#### We are Collaborative

This means we are united, inclusive, curious and open.

When we are living our Values best, we are A Theatre for All and Theatre for a Lifetime.

The successful candidate will need to be able to demonstrate the following skills, experience and attributes in both the written application and the interview process:

Requirements	Essential	Desirable	Assessment Method
Qualifications and Knowledge		IT literate, with knowledge of key software	Application



**Pitlochry Festival Theatre** | +44 (0)1796 484626  
 Registered Office: Port-Na-Craig, Pitlochry PH16 5DR  
 Company Limited by Guarantee: Registered in Scotland SC029243  
 Regulated by the Scottish Charity Regulator (OSCR) SC013055



Requirements	Essential	Desirable	Assessment Method
		applications: Excel, Word, Access etc.	
		Full UK driving licence (B, BE, C1)	Application
		Knowledge of relevant legislation, for example COSHH	Application / Interview
		HND or Degree in Costume Construction, Costume Design or relevant equivalent course.	Application
		Certified in First Aid at Work by a recognised body	Application
<b>Skills and Abilities</b>	Excellent communication skills, both written and verbal	Good costume making skills	Application
	Able to dress and maintain wigs	Good sewing and machining skills	Application
	Ability to effectively manage multiple tasks and priorities		Application / Interview
<b>Interpersonal and Communication Skills</b>	Good team player		Interview
	Experience of working directly with Creative staff		Interview
	Strong communication skills		Interview
<b>Experience</b>	Proven dressing experience working within a wardrobe or wigs team in the performing arts industry.		Application
	Experience of dressing a busy production with a large company.	Knowledge and experience of current Health and Safety issues and practice within the UK performing arts industry	Interview



**Pitlochry Festival Theatre | +44 (0)1796 484626**  
 Registered Office: Port-Na-Craig, Pitlochry PH16 5DR  
 Company Limited by Guarantee: Registered in Scotland SC029243  
 Regulated by the Scottish Charity Regulator (OSCR) SC013055



Requirements	Essential	Desirable	Assessment Method
	Knowledge of current Health and Safety issues and practice	Experience of mainstream UK theatre production	Application
		Experience of repertoire systems	Application
		Experience of multi-site working	Application
		Experience of managing storage systems and recycling programmes	Application
		Experience of working within a predominantly rural environment	Application
		Experience of touring theatre (pre-production or performance)	Application
		Experience of participating in a health and safety committee	Application
<b>Personal Qualities</b>	Has a positive, calm and methodical approach to working	Interested and willing to work across a wide range of areas	Application
	Demonstrates flexibility and diplomacy		Application
	Problem Solver		Application
		Self-motivated	Application
<b>Additional Requirements</b>	Able to work flexibly including evenings and weekends	Willing to work across other Production disciplines	Application
		Comfortable working in a predominately rural environment	Application



**Pitlochry Festival Theatre | +44 (0)1796 484626**  
 Registered Office: Port-Na-Craig, Pitlochry PH16 5DR  
 Company Limited by Guarantee: Registered in Scotland SC029243  
 Regulated by the Scottish Charity Regulator (OSCR) SC013055

