

**JOB DESCRIPTION:**

**WARDROBE ASSISTANT**

**DATE:**

10<sup>th</sup> January 2019

1. **DEPARTMENT:** TECHNICAL
2. **SECTION:** WARDROBE
3. **RESPONSIBLE TO:** Head of Wardrobe and Touring Wardrobe Manager
4. **RESPONSIBLE FOR:** Local wardrobe staff and dressers on tour.
5. **MAIN PURPOSE OF THE JOB:**

To assist in the efficient operation of the Northern Ballet's Wardrobe Department on tour and at base, to the highest possible standards.

6. **KEY RESPONSIBILITIES:**

- a) To assist in the day-to-day maintenance of costumes, shoes and accessories (washing, ironing, mending and refurbishment) both on and off tour.
- b) To assist with the making of costumes in the workroom for all new productions and revivals.
- c) To assist the Touring Wardrobe Manager on all change-rounds.
- d) To attend performances, dressing and supervising dressers as required.
- e) To assist with the packing and unpacking, on tour and in and out of Quarry Hill, of all costumes, accessories, headdresses, footwear and miscellaneous wardrobe equipment.
- f) To assist with wardrobe get-ins and get-outs.
- g) To deal with the dancers, other Northern Ballet staff, Designers, Directors, and Costume Supervisors etc. in a professional, efficient and diplomatic manner.
- h) To be flexible and work as part of a team is an essential requirement of this post.