

NOTTINGHAM PLAYHOUSE

Recruitment Pack

COSTUME ASSISTANT

August 2024



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

NOTTINGHAM PLAYHOUSE
UK'S MOST WELCOMING THEATRE



COSTUME ASSISTANT

Nottingham Playhouse is seeking a proactive Costume Assistant with a great eye for detail to join our Costume team.

Costume Assistant will assist with all aspects of the day to day running of the Costume department, supporting mainstage and studio productions, tours, community projects, events and more.

This is an exciting opportunity for an enthusiastic costume maker with hand and machine sewing skills to join one of the UK's leading producing theatres. If you are self-motivated and passionate about costume, we'd love to hear from you.

The role is offered as a permanent, full time annualised-hours contract. This is a wide-ranging job and we will provide on-going support, such as training, to enable the post holder to fulfil all aspects of the job.

Benefits of working at Nottingham Playhouse include a relaxed working environment with informal dress code, free/discounted tickets, discounts on travel, parking and at our bar, day off on your birthday, free access to our Employee Assistance Programme, a Cycle to Work scheme and more.

Nottingham Playhouse is committed to a policy of diversity and inclusion, creating a workforce representative of the diverse communities we work with. Our workforce is currently under representative of certain communities and we are taking positive action for equal opportunities through the recruitment process.

We would like to help you to fully participate in the application process. If you would like the Recruitment Pack, Application Form and Equal Opportunities Monitoring Form in an alternative format, support in completing your application, or you would like an alternative way to apply, please contact us at recruitment@nottinghamplayhouse.co.uk to discuss a suitable format, or ring our Stage Door on 0115 947 4361. Please leave a message with your full name, contact information, your address (if you need paperwork posting to you) and details of your request.

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ABOUT NOTTINGHAM PLAYHOUSE

We create theatre that's bold, thrilling and proudly made in Nottingham.

Awarded the UK's Most Welcoming Theatre by UK Theatre in 2023, and Regional Theatre of the Year 2019 by The Stage, Nottingham Playhouse is one of the country's leading producing theatres. We create a range of productions throughout the year, from timeless classics to innovative family shows and adventurous new commissions.

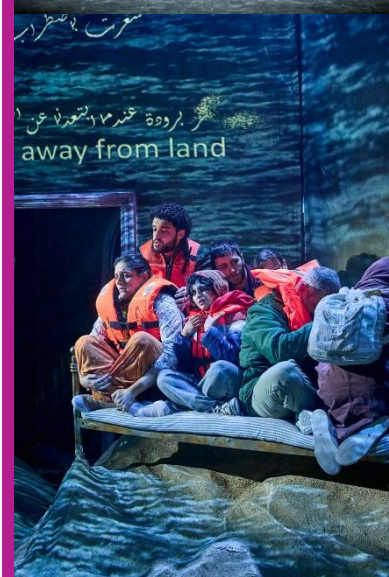
Under the leadership of Chief Executive, Stephanie Sirr MBE and Artistic Director, Adam Penford, we are mounting more varied and ambitious productions, attracting a host of high-profile performers and creatives, garnering increased media attention and commercial interest.

We want our theatre to be a space where everyone feels they belong, and we use our stage to tell diverse stories that reflect our city. Our wide-reaching participation programmes create life-changing experiences for our community and we also support the next generation of theatre-makers in the East Midlands through our extensive Amplify programme.

Nottingham Playhouse is a registered charity (no. 1109342). All of the funds we raise help to ensure we're reaching as many people as possible to give them new opportunities and create lasting memories.

Our building has grade II* listed building status and is home to Anish Kapoor's *Sky Mirror*.

Click [here](#) to watch our introductory video.



WHAT OUR COMMUNITY THINKS

"Honestly, the final few minutes of the first act were some of the most captivating, powerful and heart wrenching I've seen on stage. Incredible!"

– Audience member on *The Madness of George III*

"Nottingham Playhouse has a very special place in my heart. At the age of 16, my school placed me at the theatre for my work experience... Without [them], I wouldn't have the career I do now."

– Indhu Rubasingham, Artistic Director of Kiln Theatre

"The actual performance was an incredible experience. Firstly, just to be on the Nottingham Playhouse stage was a dream for all of us. But to be a part of such a powerful, visceral production was an absolute privilege."

– Lisa Chamberlain, on her experience as a member of our community ensemble during Gary Clarke Company's production of *COAL*.

NOTTINGHAM PLAYHOUSE IN 2024

Our exciting 2024 programming opened with a thrilling adaptation of Philip K. Dick's *Minority Report*. This was followed by a gripping, intimate revival of *The Children* and an exploration of sisterhood and creative expression in new commission *Liberation Squares*. The spring season concluded with *Punch* by James Graham, a fascinating new play about toxic masculinity and the incredible power of forgiveness.

This summer, *The Trials* gives a voice to the young people who have no choice but to live with the consequences of climate change. Our highly anticipated, brand-new production of *Dear Evan Hansen* premieres in September and marks the first time that the Broadway and West End phenomenon will tour the UK and Ireland. Following this is *A Raisin in the Sun*, a groundbreaking family drama full of humour and heart.

Looking ahead to Christmas, our legendary pantomime reaches new heights with *Jack and the Beanstalk*. Younger children can look forward to a brand-new retelling of *The Ugly Duckling*, for which the writer, composer and director are all being selected through an open call-out.

OUR VISION, MISSION AND VALUES

The essence of who we are is to **create wonder in Nottingham**. We believe that, through theatre, being transported to different worlds broadens our horizons, that by being positive, relevant and devoted we provide an experience, not just a stage. At Nottingham Playhouse, we give a voice to untold stories and cultivate life-changing experiences. Our theatre is a place where everyone belongs, a place of entertainment, heart and joy.



NOTTINGHAM PLAYHOUSE

Our vision is to create high quality art that is truly accessible and representative of both our heritage and our rich diversity. We aim to be a nationally recognised destination theatre, a producer of “must see” work and a venue that welcomes everybody to be entertained, surprised, delighted and challenged by work that is bold, brilliant and

relevant. Working in partnership with exciting artists and companies regionally, nationally and internationally, we create theatre that puts Nottingham Playhouse on the map.

We exist for the benefit of the people of our region – be they audiences, participants or artists. As a publicly-funded organisation we commit to ensure that our demographic of opportunity reflects the demographic of our catchment – including gender, ethnicity, sexuality, socio-economic standing and disability – to be not just world-class but also truly inclusive in all areas of operation, including to recruit and pay fairly. To strengthen our actions we established a Diversity in the Workforce Working Group to ensure that we are doing all we can to recruit a more representative workforce.

This group recently merged with our Anti-Racism Action Group, launched in January 2021 to examine the wider culture and environment at Nottingham Playhouse. The group advises the Executive and Nottingham Playhouse Board of Trustees on matters of diversity, inclusion and equality, with the aim of ensuring that we are a safe and fully representative organisation, which reflects the full breadth and richness of diversity within our community. We have created an on-line system for Reporting Racist Incidents.

A core value of Nottingham Playhouse is to proactively create and support opportunities for cultural participation for all ages, for all backgrounds. We also work in supportive partnership with a very wide range of stake holders to cement our position as an organisation with a strong artistic vision that includes the development of artists.

Nottingham Playhouse is a founder member of [Ramps on the Moon](#), a member of [PiPA](#) (Parents and Carers in Performing Arts) and a [Family Friendly theatre](#). We are committed to the [UK Theatre/SOLT Ten Principles](#) to encourage safer and even more supportive working practices in theatre and have signed up to the [Old Vic Guardians initiative](#). Find out more about Nottingham Playhouse by visiting our [website](#) or our [YouTube channel](#).

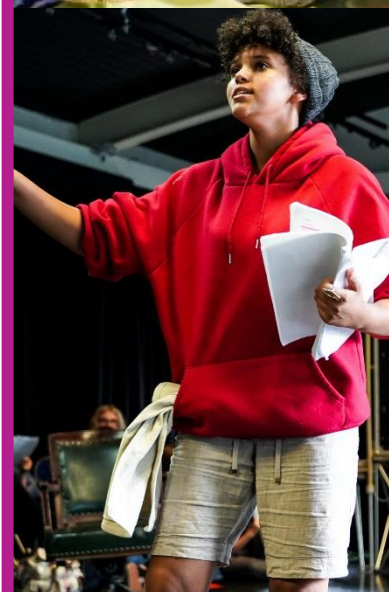


PARTICIPATION AND THE COMMUNITY

At Nottingham Playhouse, our diverse, local community are at the heart of everything we do.

We run over 60 different programmes for people of all ages, experience and interests at Nottingham Playhouse, including:

- Weekly Young Companies.
- Homegrown – a pre-professional training scheme for writers, directors, producers and performers aged 16-25 to develop their skills and industry practice.
- Conversation & Creative Cafe – a safe space for Refugees and people seeking asylum to meet, socialise and be creative.
- Playhouse Platform and Open Stage Young Company for autistic learning-disabled adults and children.
- Our Life-Long Learning and Encore programmes provide a range of regular skills classes and meet-ups for adults.
- Our Shine programme is a long-running outreach programme, that now comprises 14 regular, free to access, drama groups for young people across the city and county. This includes specialist provision with Queens Medical Centre Hospital School and Nottingham Education Sanctuary Team (NEST).
- Family Festivals during half terms, as well as a large variety of shows and projects throughout the year in our venue and in libraries around the city and county.
- In 2023/24 we had over 40,000 engagements with a huge variety of participants.
- All of our participation programmes have bursary places available to ensure finances are not a barrier to engagement



COSTUME ASSISTANT

Job Description

Responsible to: Head of Costume

Responsible for: Casual staff and Dressers (when required)

Purpose of post:

- To assist the Head the Costume and Deputy Head of Costume with all aspects of the day to day running of the Costume department.
- To liaise with the Technical & Production department dressers & casual staff
- To deliver exemplary service to main-stage and studio productions, co-productions, touring, transfers, Participation productions and projects, Community productions and projects, events and hires.
- To be an effective, proactive member of the Nottingham Playhouse Technical and Production team.

Duties include:

Productions

- To assist in the realisation and delivery the Costume Department's work and to ensure high standards of support for creative teams and visiting companies throughout the production process.
- To work on the pre-production set up and running of productions, either at Nottingham Playhouse or at other venues throughout the UK and the world.
- To have basic costume making, alteration and maintenance skills, accomplished hand and machine sewing skills, with a strong eye for detail and knowledge of how to work with plasterzote.
- To monitor show reports for in house productions and ensure all department relevant notes are completed.
- To work with the rest of the technical teams to ensure that costumes, costume props and other relevant elements of each production are supplied and maintained to a high standard.
- To liaise with performers and stage management on all Costume related matters to ensure that problems are dealt with quickly and efficiently.
- To work on performances in accordance with the department rota, including get-in, fit-up and show calls and show operation (Dressing).
- To attend the first day of rehearsal, production, technical and staff meetings as and when required.

Hires/Events

- To provide support for Nottingham Playhouse events as required.

Staff

- To provide supervision when required of the dressers and casual staff.
- Remain motivated and engaged at all times encouraging others to do the same

Health & Safety

- To take responsibility for health and safety matters related to the Costume Department, including risk assessments, inspection records, maintenance logs

and to ensure the department works in accordance with the Nottingham Playhouse Health & Safety policy and procedures.

- To produce and maintain performance and department related paperwork for running, archive, maintenance and health and safety purposes.

Other

- To be responsible for the smooth running and maintenance of the company's costume stock and wardrobe equipment.
- In collaboration with the Head of Costume to work to enhance the costume facilities at Nottingham Playhouse.
- To ensure all workshop and storage facilities are kept in a tidy and orderly fashion and all equipment contained within them is maintained to a suitable standard.
- To keep up-to-date with industry legislation/union agreements.
- To drive the theatres vehicles as required

General

- To maximise income and minimise expenditure at all times
- To always act in the best interests of Nottingham Playhouse
- To take positive action to promote Diversity and Inclusion in all aspects of the work of Nottingham Playhouse. Engaging fully with all initiatives to promote diversity within Nottingham Playhouse
- To abide by Nottingham Playhouse policies such as Health & Safety, Diversity and Inclusion, Safeguarding, Data Protection, Environmental Sustainability etc.
- To support Nottingham Playhouse in achieving its Carbon Literacy and sustainability strategy
- To maintain confidentiality in all areas relating to Nottingham Playhouse
- To carry out such other duties as may be reasonably expected of the post

The job description will be subject to review on a regular basis to reflect the changing requirements of Nottingham Playhouse and the developing skills of the post holder. We acknowledge that this is a wide-ranging job description and recognise that the post holder will require support, such as training, in some areas, which will be provided.

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COSTUME ASSISTANT

Person Specification

We use these criteria in the shortlisting process, so it is important to explain how you meet them in your application form. Give us examples of what you have previously done that show us how you could be right for the role.

Criteria	Assessed at	
	Application	Interview
Experience in producing and presenting live theatre	✓	✓
Basic knowledge of current theatre practices	✓	✓
Basic costume making, alteration and maintenance skills, accomplished hand and machine sewing skills including working with other materials including plasterzote.	✓	✓
Strong communication skills	✓	✓
Diplomacy, discretion, professionalism and a positive approach	✓	✓
A motivated and enthusiastic self-starter who enjoys working with creative teams	✓	✓
Accuracy and excellent attention to detail	✓	✓
Good working knowledge of health & safety procedures and policies	✓	✓
Committed to finding innovative solutions to the challenges of realising costume design and delivery of Nottingham Playhouse's work	✓	✓
Basic pattern-cutting and garment construction skills	✓	✓
Basic dying, painting and breaking-down skills and experience	✓	✓
Passion and enthusiasm for, and knowledge of, the history of dress.	✓	✓

Nottingham Playhouse is committed to developing and nurturing its employees. For this role candidates do not need to have every skill on the Person Specification but should be able to demonstrate their potential ability to learn them with the appropriate training and support.

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COSTUME ASSISTANT

Terms and Conditions

- Salary:** £27,693 per annum
Payable monthly in arrears by credit transfer
- Hours:** Annualised Hours as calculated over a year (April - March).
Averaging 42 hours per week.
The normal working week is Monday – Sunday, 8am – midnight.
- Overtime:** No overtime is payable. No overtime is payable. Except for get outs covered by the UK Theatre/Bectu Agreement
- Contract:** Full Time
- Probation Period:** 3 months
- Notice Period:** 4 weeks in writing by either party
- Flexible working:** This post is suitable for Flexible Working arrangements
- Place of work:** Will normally be Nottingham Playhouse. However from time to time the costume assistant may be required to travel, regionally and nationally.
- Holiday:** 5.6 weeks per annum (i.e. 4 weeks pa plus bank holidays)
Entitlement increases in line with the UKT/BECTU agreement and House agreement
The Holiday year runs 1 April – 31 March
- Pension Scheme:** Contributory staff pension, 5% employee and 4% employer
Nottingham Playhouse workplace pension scheme is provided by NOW: Pensions
- Other Absences:** In line with the UKT/BECTU agreement and House agreement (e.g. illness, maternity)

Non-Contractual benefits:

In addition Nottingham Playhouse offers a number of discretionary benefits including

- Free and/or discounted tickets for performances including Press Nights
- Free Playhouse Pass membership
- Discounts on our bars offer
- Opportunities for Flexible Working
- Day off on your Birthday
- Staff social events including a summer party and Christmas party
- Free to use Employee Assistance Programme provided by Care First
- Discounted travel on Nottingham City Transport Buses
- Discounted parking at Mount Street and St James NCP
- Training & professional development opportunities
- Cycle to Work scheme
- Relaxed working environment and informal dress code

August 2024

DIVERSITY, INCLUSION AND ACCESS

Nottingham Playhouse is committed to a policy of equality of opportunity and creating a workforce representative of the diverse communities we work with. We believe that theatre belongs to everyone and want to make sure that everyone has the opportunity to be involved. We want to work with people from diverse backgrounds, who will bring different skills and experiences to help us to achieve this.

Nottingham Playhouse has identified that our workforce is currently under representative of certain communities, particularly people who are Black, Asian, Brown, dual heritage, indigenous to the global south and or have been racialised as ethnic minorities and we take positive action for equal opportunities through the recruitment process. We have an Anti-Racism Action Group and an Access Working Group to create a programme of change to deliver increased representation, and to advise the Executive and Nottingham Playhouse Board of Trustees on matters of diversity, inclusion and equality.

We actively encourage applications from the Global Ethnic Majority and Disabled people. Applicants who identify as from the Global Ethnic Majority and/or as Disabled on the Equal Opportunities Monitoring form will be guaranteed an interview for workforce vacancies if they meet the minimum criteria on the job person specification. We are committed to ensuring that interview panels are as representative as possible, whilst comprising the relevant skills and experience to assess candidates' suitability for the role.

We are a Disability Confident employer, recruiting and supporting disabled people in the workplace. We are happy to discuss reasonable adjustments to ensure the recruitment process is accessible.

If you would like the Recruitment Pack, Application Form and Equal Opportunities Monitoring Form in an alternative format, or support in completing your application, please contact us at recruitment@nottinghamplayhouse.co.uk or ring our Stage Door on 0115 947 4361. Please leave a message with your full name, contact information, your address (if you need the paperwork posting to you) and details of your request.

We welcome proposals to consider for flexible working on hiring. We are part of the Parents in Performing Arts (PiPA) campaign and welcome applications from people who have caring responsibilities and anyone looking for a positive work/life balance.

We are open to discussing the possibility of flexible working. While we can't necessarily guarantee to give you your exact proposal, we do promise to carefully consider your request and explore what is practical for the role.



HOW TO APPLY

To apply, please download the Application Form and Equal Opportunities Monitoring Form from our website. Please note we will not accept a CV in place of the application form.

Please complete all sections of the application form in full. The first page will be separated in order to anonymise the shortlisting process, to help to eliminate unconscious or conscious bias. Please do not put your name elsewhere in your application.

As you fill in the application form, please explain how you think you meet the **Job Description** and the **Person Specification** criteria listed in this pack. This information will be used for the shortlisting process. It is important to give us examples of what you have previously done, to demonstrate how you could be right for the job and why you're enthusiastic about joining Nottingham Playhouse. You do not need to have previously undertaken all of the duties in the job description, but you should tell us about your potential ability to do them.

Data and monitoring

As part of recruitment procedures Nottingham Playhouse collects and processes personal data relating to job applicants. We are committed to being transparent about how and why we collect, use and keep personal data secure. Please see Nottingham Playhouse Recruitment Privacy Notice on the website for full details.

The Equal Opportunities Monitoring Form will be separated from your application and will not be available for the persons preparing the shortlist with the exception of obtaining information about disability required to make reasonable adjustments for interview. Data obtained from the forms will be used solely for monitoring purposes and no one individual can ever be identified.

Submitting your application

Please submit your completed Application Form and Equal Opportunities Monitoring Form by email to: recruitment@nottinghamplayhouse.co.uk

*Please send as **Word documents or PDFs only**. Do not use Zip files or file sharing services such as One Drive or Dropbox. Apple/Mac users should export their forms to Word documents or PDFs before sending.*

Or apply by post, marked Private and Confidential, to: **Recruitment, Administration Office, Nottingham Playhouse, Wellington Circus, Nottingham NG1 5AF.**

If you require an alternative way to make your application, please contact us at recruitment@nottinghamplayhouse.co.uk to discuss a suitable format, or ring Stage Door on 0115 947 4361. Please leave a message with your full name, contact information and details of your request.

Deadline for applying

Closing date for applications: **Monday 23rd September 2024 at 12noon.**

Interviews (may be subject to change): **week commencing 7th October 2024**

All applicants will be notified of the outcome of their application. We will contact you by telephone or email if you are shortlisted for interview.

Thank you for your interest in Nottingham Playhouse and we look forward to receiving your application.