

LEEDS
PLAY
HOUSE



Photography by Anthony Robling

WE'RE RECRUITING

Costume Cutter
Recruitment Information Pack

If you require a different format of this Recruitment Pack, please contact the HR & Learning team on 0113 213 7280 or recruitment@leedsplayhouse.org.uk

leedsplayhouse.org.uk

[@leedsplayhouse](https://www.instagram.com/leedsplayhouse)



Who are we?

At Leeds Playhouse we are a creative hub for the city and beyond, a place where people and communities come together to tell and share stories; to experience world class theatre that is pioneering and relevant and to develop strong relationships.

Creative community engagement and artistic development are every bit as important to us as our internationally acclaimed work on stage, and people are at the heart of everything we do.

Our packed and varied theatre programme sees audiences of over 200,000 people per year across our three theatre spaces, on tour and online. Alongside this our sector-leading Playhouse Connect team works with around 12,000 people aged 0 – 95 every year, using theatre to open up possibilities, and our Artistic Development programme Furnace nurtures and supports hundreds of locally rooted artists across all career stages.



Photography by Nick Singleton

Committed to making theatre available to everyone, the Playhouse is a pioneer of accessibility, being the first theatre in the country to initiate Relaxed and Dementia Friendly performances and become a Theatre of Sanctuary for refugees and people seeking asylum. A key aim of our award-winning £ 16m redevelopment of our building was to make our theatre much more accessible.

And whilst we're incredibly serious about what we do, we provide a relatively informal, plus warm and friendly environment.

This short film will help you understand what we're all about:
youtu.be/AT98G3fWhvQ

Or check out our X account @LeedsPlayhouse and mission and vision at
leedsplayhouse.org.uk/about-us/who-we-are/



Photography by David Lindsay

Who we're looking for

We embrace diversity in all its forms and we positively encourage deaf and disabled people, African Diaspora people, South East and South Asian people, or people from other ethnically diverse backgrounds, to apply. Together we're working on a Plan for Change to ensure our Playhouse is an anti-racist organisation that is welcoming to everyone.

We have a champions and allies support system for all protected characteristics so no one should feel marginalised or unable to raise their views, in particular, ensuring that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, religious beliefs, care experience or socioeconomic situation. We will make adjustments as necessary to ensure disabled people have equal opportunity and access.

We guarantee to interview any candidate with a disability who has the skills, experience and values for the role they're applying for.

Applying for this post

To apply for this post please complete the online application form and diversity monitoring form which can be found on the job opportunities page, under the job role you are applying for. Data from your diversity monitoring form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact recruitment@leedsplayhouse.org.uk.

Guidance:

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

Access

We are members of the **Disability Confident** scheme. Subject to practicalities in the event of a large number of applications, we will interview all candidates who identify as disabled and who demonstrate that they meet all the essential criteria that they are given an opportunity to evidence on the application form.

Please clearly state on your application if you are disabled, and if you need any adjustments to participate in the recruitment process. Remember that the panel will not see information on your Inclusion and diversity monitoring form. You are not asked to provide the panel with details of any disability at this stage of recruitment - just what we may need to change to help you fully participate in the application process.

COSTUME CUTTER

Role Summary

We are recruiting for a Cutter join our busy Costume team, made up of Head of Costume & Wigs, Deputy Head of Costume, Head Cutter and Workroom Manager, Costume Assistant, as well as freelancers. This is a permanent post with an ideal start date of Monday 6 January 2025.

The Costume Cutter is a key role in the Costume department.

The Costume Cutter reports directly to the Head of Costume & Wigs. This team works under the overall direction of the Technical Director.

Main duties and responsibilities

The main duties and responsibilities of the role are:

- To support and assist the work of the Head of Costume & Wigs, Deputy Head of Costume, Head Cutter & Workroom Manager and the relevant Costume Supervisors with the operational duties of the Costume & Wigs departments.
- To undertake the cutting and making up of period and modern costume designs to high standards, deadlines and budgets determined by the management of Leeds Playhouse.
- Support and assist the Head of Costume & Wigs with costume and wigs manufacture and maintenance.
- Work closely with the Head Cutter & Workroom Manager to ensure all costumes are cut and made to a high standard.
- Fit and alter existing costumes to the same high standard.
- Assist in the dyeing and breakdown of the costumes to the design specifications.
- Assist with the maintenance and laundry of the costumes when required.
- Maintain excellent working relationships with all other departments across the theatre.
- Actively support Leeds Playhouse's ambition to maximise learning and training opportunities for staff as well as community-based participants.

General Responsibilities

- Adhere to and implement the guidelines, procedures and policies for the company as detailed in the staff policies.
- Play a role in the life of the company and to work across departments to develop a positive and engaged organisational culture.
- Work with Playhouse Connect to open up the theatre's creative processes to a wider range of communities, including people engaged in learning.
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Playhouse Health & Safety Policy.
- Have a positive attitude to environmental issues, taking a pro-active role in the development and action of environmental policy and procedures relevant to the Costume team in particular, and the Playhouse as a whole.

Any other duties

The duties and responsibilities set out are not exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

Key relationships

The role of Costume Cutter is part of the Costume department, which sits within our Production directorate.

You will be managed by the Head of Costume & Wigs.

Key Internal Relationships

- Head of Costume & Wigs
- Head Cutter & Workroom Manager
- The Costume department
- Casual staff in Costume & Wigs
- Technical Director
- All other Production departments and staff

Key External Relationships

- Creatives
- Freelance staff

Person specification

Essentials:

If you do not demonstrate that you meet all these criteria you may not be shortlisted:

- Excellent working knowledge of costume manufacture and maintenance for theatre
- Significant experience of complete garment cutting and construction
- Experience of cutting patterns to be passed on to an assistant with clear instructions on assembly of garment
- Excellent working knowledge of modern materials and their application to theatre
- An in-depth understanding of historical periods and their influence on costume and wigs
- An in-depth knowledge of specialist suppliers within this environment
- An interest in the breaking down and dyeing
- Knowledge and experience of tailoring
- Exceptional organisational skills
- Creative problem solving under pressure
- A keen interest in theatre
- A positive and energetic approach

Desirable:

If we need to choose between candidates who meet the essential criteria, we may take these factors into account:

- Breaking down and dyeing experience
- Full clean driving license
- First aid qualification or willingness to undertake training

Terms & Conditions

Period of work

This is a full time, permanent contract, subject to successful completion of a probationary period.

Pay

£25,685 per annum plus BECTU/UK Theatre commercial get-outs and overtime payments.

Basic Salary paid monthly, on 20th of month, covering full calendar month from 1st to end of month. Overtime is paid in arrears.

Hours

Full Time. 40 hours per week over 6 days. Evening and weekend work will be required. You will be expected to work overtime as required. Leeds Playhouse operates under an in-house agreement.

The Costume workroom is primarily operational Monday to Friday but there will be occasions when working on Saturdays or evenings is required as part of a standard week.

Holidays

5 weeks / 200 hours per annum plus public holidays (increasing with length of continuous employment). The holiday year runs from 1 September to 31 August each year.

Probation Period

3 months

Notice period

4 weeks

Location of work

Your main place of work will be Leeds Playhouse, with some work at Playhouse 2 (which is about 5 minutes' walk from the main building). You may be required to work permanently or temporarily at other locations in the Leeds City Region. You may be asked to work temporarily in other locations in the UK.

Offers

Any job offer we make is subject to:

- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK

Other benefits

- Contributory staff pension

Non-contractual benefits

- Free-to-use employee assistance service
- 2 personal Wellbeing Days per year
- In-House Counselling with A BACP registered counselling professional on-site (by

referral)

- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Voluntary cash health plan with Westfield Health (optional)
- Corporate gym and swimming discount

Other benefits

- Contributory staff pension

Key statements

EQUAL OPPORTUNITIES

Leeds Playhouse is committed to promoting equality and opportunity in its employment practices. In particular, the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

SAFEGUARDING

The Playhouse is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

Find out more

Please contact **Victoria Marzetti, Head of Costume & Wigs** for more information by email victoria.marzetti@leedsplayhouse.org.uk or phone 0113 213 7241