



Hurtwood House

## Job Description – Head of Wardrobe

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Full-time | Fixed-term (1 year)**, with the potential to become permanent

**Salary:** Dependent on experience

**Reporting to:** Production Manager

Hurtwood House is looking for an experienced and well organised Head of Wardrobe to lead costume and wardrobe across our busy Performing Arts programme. This is a key role within the Production team, supporting a wide range of performances throughout the academic year.

The successful candidate will take responsibility for the full running of the wardrobe department, from design and sourcing through to fittings, maintenance and show running. You will manage dressers and student assistants, ensuring costumes are prepared and maintained to a consistently high professional standard.

Working closely with the Head of Performing Arts, the Production Manager and the wider creative team, you will play a vital part in bringing each production to life. An important part of the role is supporting and inspiring students, sharing professional practice and helping them develop their understanding of costume and design.

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### Key Responsibilities

- Oversee the day-to-day running, organisation and upkeep of the costume store
- Act as the lead costume professional for all major Hurtwood House productions
- Design, supervise and coordinate costumes for the Christmas musical, Spring Term Music Concert, Acting Company production, Musical Theatre Showcase and other productions across the year
- Source and provide costumes for curriculum performances within Theatre and Dance A-level courses, including devised and scripted work
- Support and advise A-level Theatre Design students specialising in costume
- Work with industry partners where appropriate and undertake design work as required
- Respond to and support costume requests from other departments across the school
- Work collaboratively as part of the wider technical and production team

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### Essential Skills and Experience

- Full, clean driving licence and access to your own car
- Professional experience in a theatre or production environment
- A working knowledge of theatre and costume history
- Strong practical skills in making, altering and repairing costumes
- Clear and confident communication skills
- Good IT skills
- Ability to work under pressure and to flexible or unsociable hours when required
- A collaborative approach and willingness to be part of a team
- A good sense of humour

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### Desirable

- Relevant qualification in theatre or costume practice
- Experience leading a wardrobe or costume department
- Experience supervising or mentoring students and freelance staff
- Experience working with 16 to 19 year olds in an educational setting
- Ability to plan, manage and track production budgets
- Additional skills in technical theatre

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### Applications and Enquiries

Enquiries should be directed to **Rob Holt, Head of Performing Arts**. Informal visits are welcome by arrangement.

Applicants should submit a letter outlining their suitability for the role, along with a CV and the names of two referees.

Please send applications to **rob.holt@hurtwood.net** by **Friday 28 February 2026**. Applications will be reviewed as they are received and interviews may take place before the closing date, so early application is encouraged.