

Job Title	Head of Wardrobe/Costume Designer
Reports to	Director of Drama (dotted line to the Head of Production)

Job Purpose

The Head of Wardrobe/Costume Designer works alongside the team of theatre professionals to provide at least 10 fully costumed productions within the academic year as part of a fully programmed season. The Head of Wardrobe/Costume designer will work especially close with our Designer(s) on each production to collaboratively realise the costume design. The Head of Wardrobe/Costume Designer will oversee the make-up and wigs for each production, briefing freelance make up and wig artists where necessary.

All members of the department work on all productions. This role is key in effectively delivering the artistic and creative teams' vision to the stage. It entails detailed collaboration with directors, colleagues and students, working on a wide range of plays and styles, in a variety of performance spaces. The ability to lead, develop and enthuse a team of students, to remain calm and focused under pressure, to meet deadlines and have flair and a creative approach to design is essential.

- Consult with directors and oversee all costume and make-up for the theatre;
- Work in collaboration with the Designer and Scenic Artists on the costume design for each production;
- Read plays and design costume, wig and make-up plots;
- Liaise with freelance artists for make-up and wig support where necessary;
- Plan, organise, and lead the student led wardrobe and make-up team for productions;
- Ensure the historical and contextual accuracy of costumes, make-up and wigs for each production;
- Arrange for students to be measured and fitted for costumes and hair pieces;
- Select costumes from stock;
- Make new costumes as required and undertake costume alterations as necessary;
- Purchase/hire appropriate costumes, make-up and wigs and accessories for productions and stock;
- Develop a strategy to list, maintain and assess theatre's stock of costumes, make-up and wigs;
- Attend technical and dress rehearsals when required and make final adjustments for costumes, make-up and wigs;
- Make up cast before shows when required;
- Effectively manage students in wardrobe, dressing rooms and make-up room;
- Keep a high standard of housekeeping within wardrobe and make-up;
- Check returned costumes from all productions;
- Sort and clear up costumes, make-up and wigs after shows;
- Wash, iron, repair and rehang costumes;
- Ensure the wardrobe/make-up department delivers to deadline and on budget in all projects;
- Work closely with the Designer and Scenic Artist, and Assistant Designer on a day-to-day basis;
- Manage the departmental budget;
- Ensure that all College health and safety and security procedures are observed;

Last Updated: November 2025

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- Travel to/visit external costume hire establishments to choose costumes and make-up for productions;
- Operate within the constructional, budgetary and health and safety constraints of the theatre as set by Director of Drama and/or Head of Production;
- Manage relationships with suppliers ensuring best value procurement and strict delivery schedules;
- Develop and expand the student wardrobe & make-up department in consultation with the Director of Drama/Head of Production;
- Support the Head of Theatre Studies in a non-teaching capacity in the delivery of the academic programme;
- Offer pastoral support for any student teams you work with;
- Provide opportunities for students to upskill in wardrobe, wigs and make-up;
- In relation to safeguarding:
 - All employees of Eton College are also expected to:
 - Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
 - Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood.
 - Understand and comply with procedures and legislation relating to confidentiality;
 - Display a commitment to and promotion of equality, diversity and inclusion.
- In relation to Health & Safety:
 - Maintain the highest levels of health and safety standards, and act as a role model for the students in matters of safety;
 - Keep abreast of current Health and Safety legislation;
 - Take responsibility for the safe disposal of all waste generated by the costume & make-up areas;
- As a member of the Eton Drama team:
 - Attend daily check ins and weekly meetings with the theatre team and harness a creative environment that is supportive and collegiate;
 - Ensure a warm welcome to all collaborators and users of the theatre;
 - Support the smooth running of all projects by sharing information with all colleagues, so that all staff involved have all the information they need to perform their duties effectively;
 - Help student teams focus on specific tasks, help coordinate effort and motivation of all team members, clarifying requirements as and when required;
- Undertake any other reasonable task as requested by the Director of Drama/Head of Production to ensure the effective running of the theatre.

Skills and Competencies Required

To be successful in this role, you will need to be able to demonstrate the following:

- Relevant hands-on professional theatre experience in a wardrobe department with a creative and stimulating approach to costume design;
- Proficient sewing/alteration skills for making/altering costumes;
- A working knowledge of sewing machines, over lockers and laundry equipment;

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- Able to produce and update costume tracks for productions where required;
- Relevant dressing experience;
- Good IT skills including use of emails, Word and Microsoft Excel;

In addition to your experience, you may enjoy this role if you possess:

- Excellent verbal communication skills and presentation skills;
- Good written communication skills;
- Strong planning and organisational skills;
- Excellent time management skills with the ability to work well under pressure and to deadlines;
- Creativity and resourcefulness in problem solving;
- The ability to work alongside and motivate students;
- A commitment to continued professional development;
- The ability to work collaboratively as part of a team as well as the ability to work alone;
- An imaginative, enthusiastic and adaptable approach with high levels of efficiency.

Working Pattern

- This role is predominantly term time plus three days at the start of each term, typically working an average of 48 hours per week. The core working hours will be from 9am to 6:30pm, Monday to Friday, with an hour unpaid for lunch each day. The remaining 5.5 hours each week will be worked during evenings and weekends, or by mutual agreement with the Director of Drama, to complete preparatory work from home. For example:
 - Saturday mornings 09.00-13.00 or 14.00 – 19.00 may be worked if production work is required leading up to and/or during productions;
 - Sunday afternoons and evenings will be required when there are technical and dress rehearsals;
 - There will be approximately 8 x full and 7 x half weekends per year that the post holder will be required to work as determined by the production schedule. These will be made up by the additional 5.5 hours to be worked each week.
- The exact days and hours of the working week will be by mutual agreement with the Director of Drama as the working hours are not fixed and can vary according to the level of the activities in the Theatre and the school programme.
- In addition to the above it is assumed that about 274 hours will be worked in the school holidays or in the evenings in term time. A typical breakdown of when these hours will be worked might be as follows:

- 4 days @ 8hrs each in the Christmas holidays.	32 hrs
- 3 days @ 8 hrs each in the Easter holidays	24 hrs
- 4 days @ 8 hrs each in the Summer holidays	32 hrs
- Production Housekeeping	14 hrs
- Farrer Theatre & Caccia Studio Get-Outs	28 hrs
- Production Rehearsals. Mostly evenings.	144 hrs
- On top of the above working weeks, the post holder is entitled to 5.6 weeks paid holiday. They are required to take their annual leave during non-term periods, excluding the three days before the start of each term. If a bank holiday falls during term time this is considered a normal working day, and you will receive a day's holiday in lieu. The remainder of the school holiday constitutes unpaid holiday.

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Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as 'regulated activity', whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. All offers of employment are subject to a number of recruitment checks, including but not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.