

Join our team!

INCORPORATING

**SALISBURY
ARTS CENTRE**
PART OF WILTSHIRE CREATIV

**SALISBURY
INTERNATIONAL
ARTS FESTIVAL**
PART OF WILTSHIRE CREATIV

**SALISBURY
PLAYHOUSES**
PART OF WILTSHIRE CREATIV





Salisbury International Arts Festival 2025 c. Kin Ho

Wiltshire Creative

We bring people together for joyful, enriching creative experiences.

Our venues - Salisbury Playhouse and Salisbury Arts Centre - deliver surprise, delight and wonder with a diverse year-round programme. Salisbury Playhouse produces performances that bring pride and joy to our region, touring nationally and beyond.

Once a year, we burst out beyond our walls to invigorate city spaces with Salisbury International Arts Festival.

We nurture talent and spark imagination, inviting more people in our region to live creative lives.

Follow us: @WiltsCreative | wiltshirecreative.co.uk

About this role

Job Title: Deputy Head of Wardrobe

Responsible to: Head of Wardrobe

Main relationships: Casual Dressers; Casual Laundry; Wardrobe Volunteers

The Deputy Head of Wardrobe plays a key role within the Wardrobe Department, supporting the Head of Wardrobe in delivering high-quality costumes for all Wiltshire Creative productions and projects.

This is a hands-on, practical role with a strong emphasis on costume making, alteration, and maintenance. The Deputy assists in all areas of production wardrobe work, supervises casuals and dressers as needed, and ensures smooth day-to-day operation of the department.

The postholder will deputise for the Head of Wardrobe in their absence, taking on management, budgeting, and departmental coordination as required.



Key responsibilities

Costume Construction and Realisation

- Cut, make, alter and repair costumes to professional standards, following designer specifications
- Assist with fittings, ensuring costumes meet both artistic and practical requirements
- Source, purchase or hire costume elements as directed
- Maintain an excellent standard of costume finish, fit, and presentation
- Provide practical support to freelance makers, ensuring continuity of quality and communication between team members
- Support quick changes and dressing during technical rehearsals and performances when required

Department Support and Deputising

- Support the Head of Wardrobe in planning and delivering all wardrobe activity across productions, co-productions and visiting work
- Supervise casual staff, dressers and volunteers
- Deputise for the Head of Wardrobe in their absence — including leading the team, attending production meetings, and liaising with designers, production staff and stage management
- Assist with maintaining departmental budgets and records, submitting timesheets and purchase orders as required
- Contribute to maintaining and improving systems for costume tracking, laundry schedules, and departmental documentation

Laundry, Maintenance & Stock Management

- Support Laundry when required, ironing, and costume care.
- Carry out or coordinate costume repairs, alterations, and replacements throughout a production's run.
- Assist in maintaining wardrobe facilities, laundry equipment
- Support the workspace organisation and contribute to the storage and cataloguing of costume stock, ensuring items are returned, repaired, and stored properly
- Assist with processing costume hires and returns

Health & Safety

- Follow all Health & Safety policies and ensure safe use of machinery, tools, and cleaning products
- Report faults, hazards or maintenance issues to the Head of Wardrobe or Technical Manager promptly
- Contribute to risk assessments and COSHH process when required

General

- To always act in the best interests of Wiltshire Creative
- To take positive action to promote Equal Opportunities in all aspects of the work of Wiltshire Creative
- To agree to abide by Wiltshire Creative's policies, as set out in the Staff Handbook
- To maintain confidentiality in all areas relating to Wiltshire Creative
- To maximise income and minimise expenditure wherever possible
- To be flexible and to undertake any other reasonable duties as requested by Management

About you

Skills

- Strong garment construction, pattern cutting, and alteration skills
- Competence in laundry processes, pressing, and basic fabric care
- Basic knowledge of wig, hair, or make-up maintenance

Experience

- Proven experience in a wardrobe or costume department roles
- Qualification in Costume, Fashion, or Theatre Production (or equivalent experience)
- Familiarity with budget tracking and simple administrative systems including IT
- Basic understanding of Health & Safety and risk assessment procedures

Attributes

- Calm, adaptable and supportive under pressure
- Strong interpersonal skills, empathy and discretion
- A collaborative, self-motivated, organised worker
- A proactive communicator with a strong sense of responsibility and teamwork
- Passionate about costume and theatre production
- Ability to prioritise workload and meet deadlines
- Flexible availability including some evenings and weekends

Terms and Conditions

Salary	£28,684
Type of Contract	Permanent
Location	Salisbury (Playhouse or Arts Centre)
Hours of work	Annualised hours, averaging 42 per week. Hours will vary based on production schedules.
Holiday	32 days per annum allowance pro rata
Benefits	<ul style="list-style-type: none">• Pension scheme subject to eligibility• Complimentary tickets for in-house shows• Invitations to press nights• Occasional ticket offers on visiting shows• Discount in our bars and cafés• Opportunity for flexible working patterns• Wellbeing activities• Employee Assistance Programme• A fully trained team of Mental Health First Aiders• Training and development opportunities <p>Full details are available upon request.</p>

How to apply

Thank you for your interest in this post.

We strive to make our recruitment process accessible for all. If we need to make any adjustments to allow you to fully participate in our recruitment process, please contact our friendly admin team on recruitment@wiltshirecreative.co.uk or 01722 320117, and they will be more than happy to help. Adjustments could include, but are not limited to,

- Providing the application pack in a different format (e.g. hard copy, PDF, large print, audio)
- Enabling you to submit your application in a different form (e.g. audio, video)
- Making arrangements to facilitate your participation in an interview should you be shortlisted

We are keen to have all ethnicities, faiths, genders, sexualities, and disabilities represented in our organisation, and actively encourage applications from people of all backgrounds. We guarantee to interview all d/Deaf and disabled applicants who meet the essential criteria for this vacancy.

Before you apply

Please read the Job Description and Person Specification carefully before you apply and use these to inform your application. If you have any questions, or if you wish to have an informal conversation with us before applying, please contact our friendly admin team on recruitment@wiltshirecreative.co.uk or 01722 320117.



How to apply for this post

The closing date for this vacancy is Monday 1st December at midday.

Interviews are provisionally scheduled for the week commencing Monday 8th December. Please let us know if you are not available at this time as we hope to be flexible.

To apply please click the Apply button below and complete the online form. Please note that we will NOT accept CVs.

If you would like to submit your application in a different format (e.g. audio or video), please contact our friendly admin team on 01722 320117 or recruitment@wiltshirecreative.co.uk.

The questions in this form are also available in audio and BSL video format.

Please also complete our [Equality, Diversity and Inclusion Monitoring Form](#). A hard copy of this form is available on request. We ask for this data to monitor who our job adverts are reaching and who is applying for our roles. The data submitted is completely anonymous and will only be seen by the administration team and used to analyse the progress of our Equal Opportunities policy. Your answers will not be linked to your application form in any way and will not be seen by the shortlisting or interview panels.

Data Protection

The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely, with access restricted to those involved in dealing with your application as part of the recruitment process. Your application will be kept on file for a maximum of six months, and then destroyed.

Should any job opportunities for which we think you may be suitable arise within the six-month period, we may send you details about the vacancy. We may also contact you for feedback on our recruitment processes.