

JOB DESCRIPTION

Job Title: Costume Supervisor

Contract type: Freelance, Project based

Reporting to: Head of Theatre & Production / Production Manager / Producer

Fee: £5000 inc VAT

Location: Queen's Theatre Hornchurch

Key Dates:

Rehearsals: 19th October to 11th November 26

Tech Starts: 12th November '26

First Preview: 18th November '26

Opening: 21st November '26

Final Performance: 2nd January '27

Purpose of the Role

The Costume Supervisor for Robin Hood is responsible for overseeing the realisation, management, and day-to-day operation of all costume requirements for the production.

Working closely with the Costume Designer, Wardrobe team and wider production departments, the role ensures that costumes are delivered to the highest artistic and technical standards, are safe and fit for performance, and are maintained consistently throughout rehearsals and the run.

The Costume Supervisor plays a key role in supporting the creative vision of the production while ensuring efficient workflows, clear communication, and a positive, professional working environment.

Key Responsibilities:

- To lead on costume supervision for all principal and understudy costumes for all 9 performers. Including 1 dame, 1 animal/character costume and understudy/swing costume arrangements.
- To work closely with the Designer, Director and Production Manager to understand and deliver the creative vision for costumes.
- To mutually agree timelines with the Designer and Production Manager for the delivery of workload.
- To manage the wardrobe budget for all costumes within the production, including regular spend tracking, accurate receipt archiving and budget reporting. Detailing labour costs, materials, hires, purchases and a contingency fund.
- To arrange any makes, hires and purchases within the agreed budget.

- To liaise with suppliers, makers and rental houses to ensure timely delivery.
- To schedule and undertake fittings and alterations for all costumes; ensuring comfort, fit and mobility.
- To schedule and undertake fittings for any wigs and millinery fittings, notably for the dame.
- To ensure all costumes are accessible for the performers, being mindful of instrument placements and specific blocking requirements.
- To attend and contribute to any pre-production meetings and weekly production meetings.
- To liaise with the Stage Management team and Dresser, in advance of technical and dress rehearsals, to confirm costume tracks and laundry/maintenance requirement; creating scene breakdowns to track changes, quick-changes and special effect costumes.
- To fully attend technical and dress rehearsals, providing notes and adjusting costume requirements as necessary to ensure both safety and artistic integrity are maintained.
- To implement directorial and design notes and adjust as needed, to align with the evolving creative vision.
- To arrange the return of any hired costumes following the final performance.
- To work towards the aims of the Theatre Greenbook and provide data, as required.
- To foster an inclusive, respectful and supportive environment for all collaborators, in line with the Equity Safe Spaces Statement.

Contract Start Date:

Contract will begin around July 2026, there is flexibility around the exact start date.

A link to our performance schedule can be found here;

<https://queens-theatre.co.uk/whatson/robin-hood/>

To apply for the role:

Please submit a CV and cover letter of no more than 500 words on why you are suitable for the position to recruitment@queens-theatre.co.uk by 12pm on Friday 22nd May 2026.

Equal Opportunities:

Please fill out our equal opportunities form via the link below.

<https://forms.office.com/e/eJzaEDYPPT>