

COSTUME DEPUTY

Applying for this post

To apply for this post, you must submit a CV with cover letter and an Equalities Monitoring Form to jobs@dundeerep.co.uk. Data from your Equalities 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 jobs@dundeerep.co.uk.

The deadline for receipt of applications is Monday 2 November 2026 at midday.

Interviews will be held at Dundee Rep Theatre in mid December.

Guidance

Please refer to our websites, www.dundeereptheatre.co.uk and www.scottishdancetheatre.com, to find out more about us.

Please read the job description carefully before applying to ensure you meet all the essential criteria and can 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 three months before being destroyed if you are unsuccessful. Your application will be retained for up to 12 months if you are successful.

ROLE SUMMARY

Costume Deputy

The Costume Deputy plays a key organisation-wide role in supporting the delivery of costume activity across Dundee Rep and Scottish Dance Theatre (DRSDT), with a particular focus on Scottish Dance Theatre (SDT) productions, touring and related activity. The postholder will help coordinate and deliver costume requirements from rehearsals and fittings through to performances, maintenance, storage and touring, working across the wider Costume Department while ensuring SDT's specific needs are planned and supported effectively.

SDT costume requirements will be a principal focus of the role, but the post sits within the wider DRSDT Costume and Production structure. The postholder will work closely with the Head of Costume on scheduling, staffing, budgets, quality standards and department-wide planning, and will contribute to Dundee Rep Theatre productions, visiting company activity, participation projects and wider Costume Department work as required.

The Costume Deputy is line managed by the Head of Costume. The postholder will also work closely with the Head of Production, Deputy Head of Production, Artistic Director of Scottish Dance Theatre, Rehearsal Director, Senior Producer, dancers, visiting designers, choreographers and wider DRSDT colleagues to coordinate costume requirements across the organisation.

JOB REQUIREMENTS AND RESPONSIBILITIES

COSTUME DELIVERY AND PRODUCTION SUPPORT

- Coordinate and manage the delivery of costumes for DRSDT productions and activities, with a particular focus on SDT work, to agreed schedules, budgets and quality standards.
- Work with the Head of Costume, visiting designers, choreographers and wider production team from the early stages of a project through to delivery on stage and on tour.
- Prepare, monitor and update costume calls, fittings and related schedules in consultation with the Head of Costume and Rehearsal Director.
- Undertake costume fittings, alterations, construction, repairs and maintenance as required, and support the effective delivery of wigs and other specialist costume elements where appropriate.
- Plan and deliver costume maintenance during rehearsals and performance periods, identifying additional staffing needs early and discussing these with the Head of Costume.
- Ensure costumes are labelled, documented, laundered, maintained, packed, stored and made ready for performances and touring in a timely and organised way.

TOURING

- Plan and deliver costume maintenance and dressing support for touring activity, particularly SDT touring, including UK and international dates that may involve periods working away from Dundee.
- Liaise with touring venues and relevant colleagues to confirm costume, wardrobe, laundry, staffing, transport and workspace requirements.
- Adapt costume delivery and maintenance arrangements to suit the scale, schedule and facilities of each touring venue.
- Ensure costumes are maintained to performance standard while on tour, including laundering, repairs, alterations, checks, packing and turnaround between venues.
- Prepare and manage touring wardrobe requirements, including costume plots, packing lists, maintenance notes, laundry requirements and any venue-specific information needed by the touring team.
- Work practically and calmly in changing touring conditions, making clear decisions about costume upkeep, repairs and priorities while keeping the Head of Costume and touring colleagues informed.

TEAM COLLABORATION

- Work closely with the Head of Costume on production planning, scheduling, staffing and budget management across the Costume Department, with SDT activity as a key focus.
- Attend relevant planning, production and rehearsal meetings, including SDT meetings, representing the Costume Department and providing clear updates on priorities, risks and decisions required.
- Maintain effective communication between Costume, SDT, Dundee Rep Theatre and the wider DRSDT Production team.
- Brief, support and supervise casual and freelance costume staff working across DRSDT activity, particularly those supporting SDT productions or touring, within agreed staffing plans and budgets.
- Assist the wider Costume and Production teams across projects, balancing organisation-wide priorities with the role's focus on SDT activity.
- Contribute to evaluation and review processes to improve working methods, communication and production support.

WORKROOM, EQUIPMENT AND STOCK

- Support the Head of Costume in maintaining clean, efficient, organised and safe workspaces used by the Costume Department.
- Help ensure that costume equipment, machinery, materials and stock are suitable for DRSDT requirements, including SDT-specific production and touring needs, and are maintained appropriately.
- Assist with ordering, hires, purchasing and stock control in line with agreed budgets and departmental procedures.
- Report faults, damage, shortages and replacement needs to the Head of Costume in a timely way.

HEALTH, SAFETY AND SUSTAINABILITY

- Follow DRSDT health and safety policies, procedures and working practices, and report concerns promptly.
- Support production-specific risk assessment and safe systems of work for costume activity in rehearsals, performances and on tour.
- Apply relevant guidance from the Theatre Green Book and take a proactive approach to sustainable costume practice.
- Identify practical opportunities to reduce waste, reuse materials and limit environmental impact while maintaining artistic and production standards.

ADMINISTRATION AND BUDGET SUPPORT

- Prepare accurate costume estimates and monitor expenditure for productions and activities, particularly SDT work, in consultation with the Head of Costume.
- Maintain clear records for purchasing, hires, stock, fittings, alterations, maintenance and touring.
- Provide timely information for schedules, staffing plans, production meetings and internal reporting.
- Use DRSDT administrative and digital systems appropriately and maintain confidential information securely.

ANY OTHER DUTIES

The duties and responsibilities set out should not be regarded as exhaustive. The postholder may be required to undertake other duties appropriate to the level and scope of the role.

The postholder may also be asked, from time to time, to carry out duties not normally associated with the post on a temporary basis where there is a strong organisational requirement.

Appropriate training and equipment will be provided where required.

Key relationships

Internal relationships	External relationships
• Head of Costume • Head of Production • Deputy Head of Production • Artistic Director, Scottish Dance Theatre • Rehearsal Director • Senior Producer • SDT dancers and company members • Wider DRSDT Costume and Production teams • Engage and participation colleagues	• Visiting costume designers and makers • Choreographers and creative teams • Touring venues and wardrobe teams • Suppliers and hire companies • Casual and freelance costume staff • Visiting companies

PERSON SPECIFICATION

ESSENTIAL

Candidates should clearly demonstrate how they meet the essential criteria.

- At least five years' practical experience in a professional costume department or as a freelance costume maker, including at least two years supervising costume delivery for productions.
- Proven ability to plan, schedule and deliver costumes for productions while managing multiple priorities and deadlines.
- Good costume construction and alteration skills, including excellent sewing skills and experience of fittings.
- Experience of supervising, briefing or supporting casual and freelance staff.
- Experience of touring costume or wardrobe activity, including maintaining costumes while working away from base, with willingness and ability to tour within the UK and internationally as required.
- Knowledge and experience of costing, budget monitoring and budgetary control.
- Knowledge of workspace, equipment and stock management within a costume or production environment.
- Knowledge of current Health and Safety practice within the UK performing arts industry.
- Excellent written and verbal communication skills, with the confidence and diplomacy to manage competing demands.
- Strong collaboration and creative problem-solving skills.
- Ability to remain calm, organised and practical under pressure.
- Experience of working directly with designers, choreographers or other creative personnel.
- Confidence using standard IT and administrative systems.

DESIRABLE

The following criteria may also be taken into account when assessing candidates.

- Experience of costuming for contemporary dance.
- Experience of pattern cutting.
- Experience of international touring or touring at a larger scale.
- Experience of wigs, millinery, masks, dyeing or distressing.
- Experience of multi-site or multi-disciplinary arts organisations.
- Knowledge of the Theatre Green Book and sustainable costume practice.
- Experience of theatre repertoire or remounting existing productions.

Terms and Conditions

Costume Deputy

Hours

37.5 hours per week, Monday to Friday 09:00 – 17:30 (although times can be flexible to suit the candidate's needs if fitting with business requirements.)
Some evening and weekend work will be required.

Pay

£27,000 - £29,000 per annum

Holidays

29 days per year inclusive of public holidays. The holiday year runs from 1 April to 31 March each year.

Notice period

The notice period will be two months.

Location of work

Your main place of work will be Dundee Rep and Scottish Dance Theatre Limited. We will support remote working.

Other benefits

Contributory staff pension, after three months of service

Non-contractual benefits

- Staff tickets to DRSDT produced shows
- Staff discount in Rep Restaurant and Cafe
- Employee Assistance Programme

Dundee Rep and Scottish Dance Theatre Limited is a Real Living Wage Accredited Employer who strives to be an equal opportunities employer and is supported by Creative Scotland and Dundee City Council.

Equal Opportunities

Dundee Rep and Scottish Dance Theatre Limited is committed to promoting equality and opportunity in its employment practices. In particular, the Organisation 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, disability or religious beliefs.

Guaranteed Interview Scheme

Dundee Rep and Scottish Dance Theatre Limited are committed to employing a diverse workforce. And positively welcome applications from candidates who have a disability.

A person with a disability or long-term health condition who indicates on their application email that they wish to participate in the Guaranteed Interview Scheme will be guaranteed an interview if they meet the essential criteria outlined within the person specification during the shortlisting process.

Safeguarding

Dundee Rep and Scottish Dance Theatre Limited 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 encounter.

Offers

Any job offer we make is subject to:

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