

13 GOING ON 30 THE MUSICAL – JOB DESCRIPTION

POSITION: Head of Wardrobe

RESPONSIBLE FOR: Deputy Head of Wardrobe, Wardrobe Assistant & Dressers

SALARY & HOLIDAY: £40k-£45k p/a, 28 days based upon UKT Agreement.

CONTRACTUAL DATES: Fixed Term; performances are 6 days per week, evening and weekend work will be required.

PROJECT SUMMARY:

13 Going on 30 The Musical is a stage reimaging of the beloved 2004 hit romantic comedy film that starred Jennifer Garner and Mark Ruffalo. It is opening at the Manchester Opera House in 2025.

PRODUCTION DATES:

Rehearsal Dates: 18th August – 13th September 2025 (London – Monday to Saturday)

Technical Rehearsals: w/c 15/09/2025 (Manchester Opera House)

Performance Dates: 21st September to 12th October 2025 (Manchester Opera House)

CREATIVE TEAM:

Book by: Josh Goldsmith & Cathy Yuspa

Songs by: Michael Weiner and Alan Zachary

Director: Andy Fickman

Choreographer: Jennifer Webber

Musical Supervisor, Orchestrations and Arrangements: Alan Williams

Casting Director: Will Burton

JOB DESCRIPTION:

The Head of Wardrobe will lead the production wardrobe team for a first-class production with duties including but not limited to:

- Maintaining the Production as instructed and dictated by the artistic requirements and direction of the Production
- Taking responsibility for the preparation and maintenance of all costumes and equipment required by your department, including checks prior to each performance.
- Attending rehearsals, show calls, maintenance calls, get-ins, fit-ups and get-outs as required, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance
- Having an awareness of understudy and swing performances ahead of each show and making necessary adjustments, if any
- Reading and responding to show reports
- Compiling and keeping updated cue sheets and other relevant show paperwork including the costume show running bible, both soft and hard copy, to such a level as to ensure an accurate reference to allow the Production to be remounted at a later date including the Wardrobe show running bible
- Managing petty cash for your department and the timely placing of any orders for goods and equipment as approved by the Producer

- Maintaining good relationships with hirers and suppliers
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Costume Supervisor, Company Manager, Production Manager, General Managers or Executive Producer from time to time

PERSONAL REQUIREMENTS:

- Experience as Head of Wardrobe in large-scale commercial theatre
- Experience in managing a professional theatre wardrobe department on touring productions. Motivating and directing as necessary
- Self-motivated problem-solving attitude and calm work under pressure
- Excellent communication skills and cross-departmental collaboration in a fast-paced environment.
- Excellent punctuality and time management.
- Familiarity with and adherence to current Health & Safety guidelines relevant to the production is essential, which may include working at height, using appropriate safety equipment and clothing and attending training as deemed necessary.

Please direct your application with a CV and a short cover letter to recruitment@royo.co.uk using the reference **1330-WARD**.

Closing Date: Monday 21st June 2025, 10am.