

LAWRENCE BATLEY THEATRE HUDDERSFIELD



We're recruiting

Wardrobe Assistant

Recruitment Information Pack

If you require a different format of this Recruitment Pack, please contact recruitment@thelbt.org or 01484 955502 for support.



Who we are

Lawrence Batley Theatre presents a wide-ranging year-round programme of in-house and visiting productions, from drama to comedy, contemporary dance to musical theatre, circus and pantomime.

We believe in the power of live performance to bring people together, spark imagination, and strengthen communities.

We bring world-class shows to audiences on their doorstep, champion outstanding home-grown talent, and provide a welcoming space for everyone in our community.

**Click here to find out
more about us.**

"We're a bit of a family here. Everybody is in it together. It is such a supportive group of people"

- Community Production Participant



About us

We are a mid-scale theatre within a beautiful Grade 2 listed building in the centre of Huddersfield. We have three performance spaces – the Main House seating 461 people, the Cellar Theatre with up to 120 seats and the Attic Theatre, with up to 60 seats; as well as a number of meeting and function rooms, gallery space and café bar. The Theatre is run by a team of approx. 90 full-time, part-time and casual staff and we are also incredibly proud and grateful to have an exceptionally loyal team of approx. 80 volunteers.

We entertain, encourage creativity, nurture confidence and develop talent. Our aim is to build a stronger sense of community here in Kirklees through the performing arts.

Our Values

- We make magic
- We are proud
- We are open and friendly
- We are brave
- We provide opportunities for all

“Lawrence Batley Theatre for me, is a magical space that sort of ignited my passion for the arts.”

- Theatre30 Participant

We're recruiting for...

Job title: Wardrobe Assistant

Main purpose of the role:

We are recruiting for a Wardrobe Assistant to support with all wardrobe activity for the 2026 Lawrence Batley Theatre pantomime, *Aladdin*.

The role includes supporting the Wardrobe Supervisor with costume fittings, maintenance and repairs. You will help ensure that costumes, wigs and accessories are kept in good condition and remain performance-ready throughout the production period.

The successful candidate will be required for the full rehearsal and technical period, plus agreed maintenance days during the run. We are ideally seeking someone available for all dates listed below, but we are open to flexible arrangements.

Rehearsals

04 to 25 November 2026 (weekdays only – 7 hours per day)

Technical rehearsals

26 to 29 November 2026 (10 hours per day)

Maintenance days during the run - These dates may be flexible by agreement

10 December 2026

19 December 2026

28 December 2026

(7 hours per day)

Pack down

3 January 2027 (4 hours)

The role is:

Responsible to: Wardrobe Supervisor

Responsibilities:

- Carry out ongoing maintenance and repair of costumes, wigs and accessories.
- Support costume fittings during the rehearsal period.
- Ensure costumes are stored and handled appropriately.
- Assist with general wardrobe preparation during rehearsals and technical rehearsals.

Personal attributes:

- Experience in costume dressing and maintenance.
- Knowledge of a range of sewing and repair techniques.
- Excellent communication skills.
- Strong team-working ability.
- Well organised with excellent time management skills.
- Ability to work under pressure and to deadlines.
- Understanding of and commitment to Diversity and Inclusion.

Terms & Conditions

The agreement is an independent freelance contract.

Salary: £12.71 per hour

Hours:

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Standard terms and conditions of the Lawrence Batley Theatre apply.

To apply please send a CV, short cover letter and a completed Equal Opportunities monitoring form to recruitment@thelbt.org with the subject line Wardrobe Assistant by 12noon on Fri 27 March.

Please contact us directly if you want to discuss submitting your application in an alternative format.

Interviews will take place on Fri 10 April.

Recruitment procedure & guidance

The Lawrence Batley Theatre's success is down to the passionate and creative people who make up our team.

All we ask is that those who want to join us are passionate about what we do, dedicated to local theatre and have an open mind.

These guidelines set out our approach to recruitment to give all potential applicants clarity about the standards and practices that are applied in our recruitment and selection processes.

Job Description

The job description contains information about the main purpose of the role, covering as comprehensively as possible the responsibilities of the post holder and what skills are required in the performance of their duties.

Essential and desirable attributes

This section of the recruitment pack lists the criteria that are required for someone to be able to perform the role to the required standards. The criteria are used in the shortlisting process and will inform the basis of the tasks/questions asked at interview.

Equal Opportunities

We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates. Recognising that the theatre sector, including ourselves, has a great deal of work to do to become truly equal we issue an Equality Monitoring form to everyone who applies to us. This form is anonymous and the information it contains is not considered as part of the selection process, however, after every round of recruitment we use the monitoring information we collect to understand who is and is not applying to our theatre – which allows us to identify areas in which our workforce is not representative of our community and developing ways of improving representation off the back of this.

Advertising vacancies

All of our vacancies will be advertised for a minimum of one month where practically possible. As standard posts will be advertised on our website, social media and Arts Jobs. On some occasions vacancies will be advertised on jobs boards such as Guardian Jobs, Arts Professional and Arts Marketing Association.

Application process

For most of our vacancies we ask candidates to complete an application form, responding to the job specification, to be considered for the role but in some circumstances, we may hold open recruitment days for certain posts.

Shortlisting

Once a vacancy has reached the closing date no further applications will be accepted. Before being reviewed we anonymise applications. Applications are then reviewed by a team of at least two members of staff/Board members with direct knowledge of experience and skills relevant to the role being applied for. They will shortlist based candidates based on the Job Description and application.

As soon as a decision has been made, we will contact shortlisted applicants to arrange interviews. Normally you would expect to hear from us within one to two weeks of the closing date if you have been selected for interview. If you do not hear from us within two weeks you have not been successful on this occasion.

Interviews

The interview is an opportunity for us to get to know you and to better understand your skills, experience, knowledge and abilities. Interviews are conducted by the same two of three people who shortlisted applications and will include the line manager of the post being advertised. One of the team will act as Chair which means they are responsible for ensuring interviews are conducted professionally, fairly and in line with our Recruitment Procedure. The Chair also ensures that each panel member has an opportunity to give feedback on candidates in relation to the selection criteria and that those criteria and not other factors are the basis for the panel's decision making. The Chair is also responsible for ensuring interview notes are completed for every candidate to help us record the panel's decision but also to enable us to provide feedback for all Interviewees so that you can understand the outcome of the interview.



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