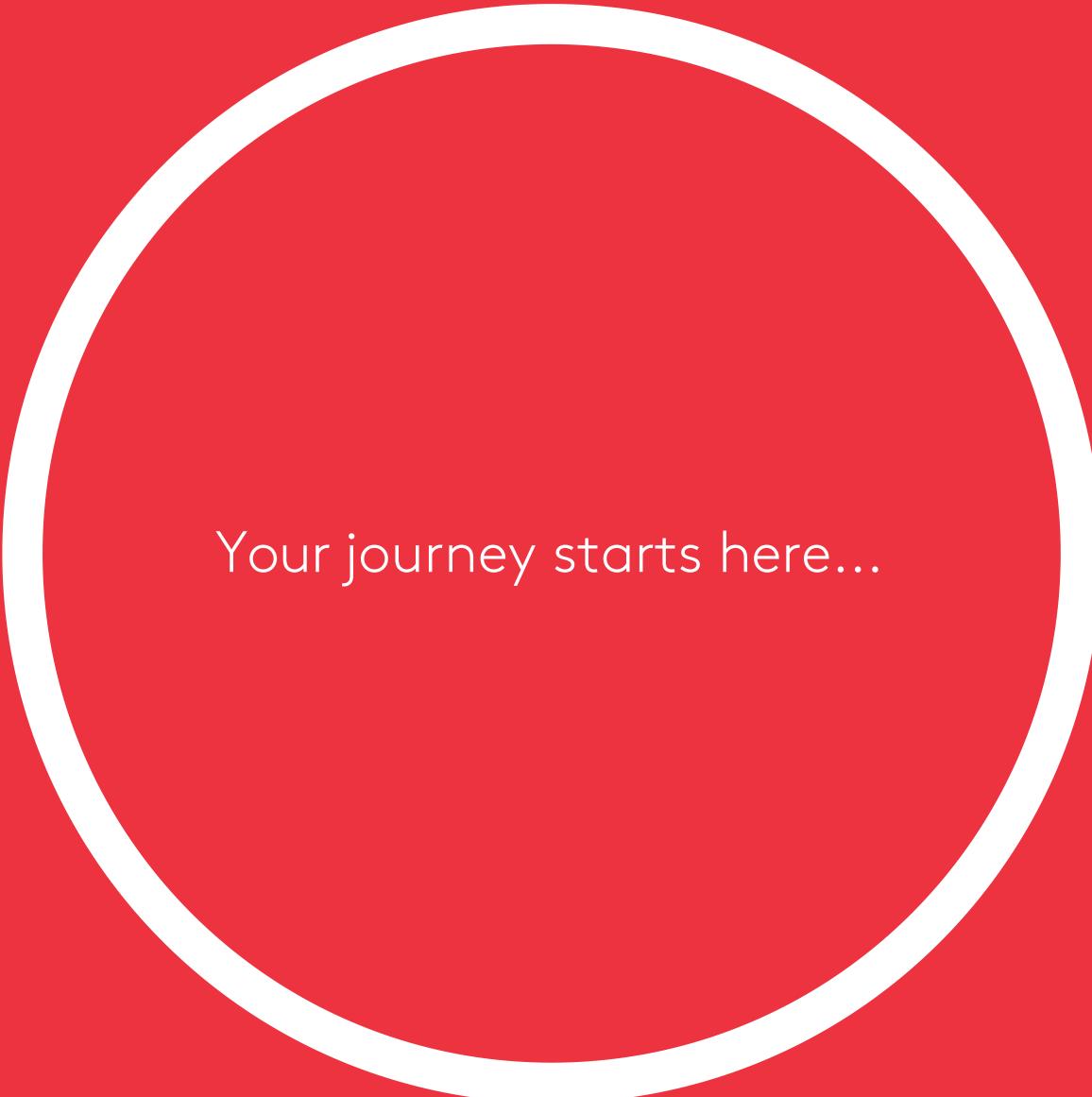


EN
O



Wardrobe Show Manager
Candidate Pack

EN
O

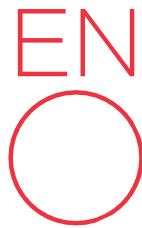


Your journey starts here...



Chorus of ENO, ENO's Cinderella (La Cenerentola) 2025 © Mark Douet

About US



English National Opera exists for everyone, creating new experiences with opera that inspires, nurtures creativity and makes a difference. Our vision is for lives changed through opera.

We take a fresh inspiring approach to opera to reflect the diversity of our culture.

We believe that opera is a living art form able to connect to people from all parts of our society. We collaborate with a range of artists and art forms as part of our commitment to the future of the art form. We sing in English, as we believe it enhances the emotional connection between performers and audiences.

We encourage creativity throughout the company and our commitment to the future of opera provides a platform to develop outstanding careers.



We are a world-class national company recognised internationally for the standard of our work. We nurture talent across the entire company including a platform for young singers to start and then develop global careers.

We connect to audiences through inspiring, accessible, world-class opera and stimulating, creative participation programmes.

We create our productions for the widest possible audiences and aim to introduce completely new audiences to the magic of opera whether at the London Coliseum, outside of our theatrical home or internationally.

We make our productions accessible by offering a large proportion of tickets at affordable prices, and through our attendance schemes.



We work with a wide range of visiting companies to generate essential revenue and welcome new audiences to share the experience of our theatre.

**English National
Opera is founded
on the belief
that opera of
the highest
quality should
be accessible
to anyone.**

Wardrobe Show Manager

SUMMARY

Costume forms part of the Technical and Production Department, encompassing Production Costume, Running Wardrobe and working closely with the Wigs, Hair and Make Up Department. This role works within the Running Wardrobe team to ensure full costume support with a high standard of maintenance and dressing, for the ENO as a rep theatre.

Reporting to the Running Wardrobe Manager, the Wardrobe Show Manager will supervise the running of shows so that a consistently high standard of costume presentation is achieved throughout the run of productions, working closely with other backstage departments. The Wardrobe Show Manager will respond to work or tasks appropriate to their skills and competence (including as part of their individual development programme).

Contract

10-month fixed term contract (maternity cover)

Start Date

September 2026

Reports to

Running Wardrobe Manager

Salary

£47,202.53 per annum pro rata

Location

London Coliseum, WC2N 4ES (theatre), Stonelake, SE7 8LH (Costume Warehouse) & other locations as required

Hours

44 hours per week averaged annually

Wardrobe Show Manager

Key Accountabilities

- Maintain costumes and accessories during the run of each production:
 - Oversee cleaning, laundry and pressing before each performance
 - Carry out running repairs and costume alterations to a very high standard during rehearsals and performances
 - Organise dry cleaning and check costumes back in
- Work closely with Costume Supervisors, Stage Management, Props, and Stage Crew and provide assistance during the pre-production & production period:
 - Attend production meetings foreseeing any issues that may arise during the run of shows
 - Organise placement of quick-change booths with the Production Manager and Stage Show Manager
 - Assist with fittings if needed and organise transport bookings as required
 - Check all costumes off before get-in and go through missing items with the Costume Supervisor
 - Before first night, go through cover costumes with the Costume Supervisor making sure any alteration requirements are listed and manageable by the Running Wardrobe team
- Manage documentation relating to the costumes for a production and maintain the Running Wardrobe files:
 - Prepare and maintain accurate records of the show including up to date Costume Descriptions; washing, prepping and running instructions; dressing notes and store on the server show file
 - Work with the photographer to take photos of all artists in each costume (this will be arranged by the Running Wardrobe Manager to happen during one of the shows); take shoe and accessory photos for each production; label all images and store on the server show file
- Organise and supervise costume “get ins” and “get outs”, always ensuring compliance with the department’s safe systems of work
- Packing and storage of costumes at our warehouse once productions close:
 - Ensuring all costumes are correctly labelled and documented for co-productions, hire, and storage
 - Compile packing lists for each production
 - Clear dead stock in the warehouse and keep the costume storage on the racking in good order

Wardrobe Show Manager

Key Accountabilities cont.

- Monitor and maintain stock levels of haberdashery and laundry materials and undertake buying as required
- Manage dressers to meet operational requirements within the shows assigned to you in relation to the artists & quick change duties:
 - Oversee the checking and setting of costumes
 - Supervise all dressers on the production and find cover if required
 - Organise and supervise costume changes during each performance and assist the artists as necessary; swing in as a dresser when required
- Monitor absence and performance of dressers to ensure that company standards are met
- Support the Running Wardrobe Manager as necessary including assistance with external hire requests from the warehouse
- To maintain high standards of professional conduct and competence as set by the Running Wardrobe Manager
- To pass on knowledge to less experienced team members, including casual staff and work experience students, and instruct where necessary via relevant teaching and coaching
- To take part in the appraisal process and undertake training such as Forklift Use as identified by the Running Wardrobe Manager, or the appraisal process, to improve or learn new skills
- To maintain high standards of operation and good housekeeping, at all work spaces and ensure the safe and efficient use of stock and machinery
- To understand the ENO Health and Safety policy and approved Working Procedures ensuring that work is carried out in accordance with them, reporting any discrepancies to the Running Wardrobe Manager and Head of Costume
- To carry out any duties relevant to the post as part of a team or independently

Wardrobe Show Manager

Person Specification

Required:

- Proven experience in a Running Wardrobe or similar theatrical costume role, supporting productions through rehearsals and performance runs
- Practical skills in costume maintenance, including hand and machine sewing, alterations, repairs, cleaning, laundry and pressing to a professional standard
- Ability to organise, manage and support costume get-ins and get-outs, ensuring all work is carried out safely
- Demonstrable experience managing dressers, including organising covers, overseeing performance standards, and supporting attendance management
- Excellent organisational skills with experience maintaining detailed costume documentation, including costume descriptions, running notes, washing instructions and image records
- Experience coordinating and working collaboratively with Costume Supervisors, Stage Management, Production Teams, Props and Stage Crew
- Ability to identify potential issues in advance and contribute constructively to production meetings and problem-solving discussions
- Experience with costume stock control, including monitoring haberdashery and laundry supplies and undertaking purchasing as required
- Practical experience of packing, labelling, documenting and storing costumes, including preparation for hires, co-productions and long-term storage
- Strong leadership and communication skills, with the confidence to give clear direction, support artists sensitively, and work effectively as part of a wider production team
- Good working knowledge of Health & Safety procedures
- Ability to work flexibly, including evenings, weekends and intensive production periods

Wardrobe Show Manager

At the ENO, our people play a vital role in helping us create extraordinary encounters with opera and beyond, so it's just as important that we reward people beyond their salary to recognise their contributions.

Your Wellbeing

- **Annual Leave:** 25 days plus Public Holidays
- **Hybrid and flexible working**
- Eye care vouchers
- Enhanced Company Sick Pay
- Enhanced Family Friendly Leave (including Maternity Leave and Paternity Leave)
- Cycle-to-Work Scheme
- **Employee Assistance Programme (EAP)** through Spectrum.Life:
 - Confidential support available 24/7, 365 days a year for employees, their partners, and dependents (16+)
 - Wellbeing resources including videos, podcasts, and fitness plans on topics such as sleep health, fitness, nutrition, stress management, and more



Your Professional Development

- Annual Professional Development Review to support your personal and career ambitions and achievements
- Opportunities for Sabbatical leave to invest in your learning, wellbeing and career goals



Seeing Our Performances

- Complimentary tickets for ENO and selected London Coliseum performances
- Staff rate for ENO performances
- Complimentary tickets to talks, recitals and behind-the-scenes events

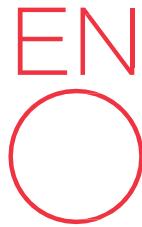


Managing Money

- Salary Sacrifice pension scheme with Natwest Cushon
- Subsidised Staff canteen at the London Coliseum
- Interest-free travel season ticket loans
- Annual pay review
- Discounts across various categories including: Travel, Wellness and Fitness, Electronics, Accessories, Food & Drink and many more through Spectrum.Life



"The variety of what we do is amazing, from drinks receptions and garden parties, to opportunities to see performances from Stage, Prompt or the Flys - every day is different and exciting!"



Wardrobe Show Manager

To Apply

Please send the following to workwithus@eno.org:

- CV
- Covering letter (500 words maximum) **or** video (2 minutes maximum) detailing your interest and suitability for the role as well as your interview availability.

Please also submit our anonymous [Equality and Diversity Monitoring Form](#).

We're proud to be a Disability Confident Employer. If you'd like to apply through the Disability Confident Guaranteed Interview Scheme, please mention this in your cover letter and let us know of any reasonable adjustments you may need during the interview process.

Application Deadline

10am, Wednesday 25 February 2026

1st Interviews

w/c 9 March 2026

2nd Interviews

w/c 23 March 2026



Backstage Secrets to Success

Read the job description carefully

The job description is your score and every note counts. This will help you understand whether the role is a good fit and what is required, so you can tailor your application effectively.

Read the application requirements carefully

Before your first act make sure you know your cues and stage directions. Check for any word limits, additional tasks, or submission deadlines.

Tailor your cover letter

Your cover letter is your aria- your chance to shine. Use this to tell us things that we can't see on your CV for example: why you want to work with us, how our values align with yours, and any transferable skills that make you a great fit for the role.

Check your application

Before submitting, review spelling and grammar, ensure attachments are included and correctly named, and double-check that your contact details are accurate and up to date. This is not a rehearsal. We repeat, this is not a rehearsal!

Prepare for your interview

Research the organisation, be ready to discuss experience mentioned on your CV, and think about questions you'd like to ask us. See the interview as a duet where each voice is equally as important.

Use AI tools mindfully

AI is a brilliant tool that's transforming how we work however, please ensure your application is honest and a true reflection of your experience. You can use AI to check grammar and spelling, improve structure and formatting, research the organisation or rehearse mock interviews but remember when the curtain rises, we want to see the real you in the spotlight.

Online interviews

If your interview is online, have a technical rehearsal. Check that the link works beforehand and make sure you have a quiet space, a good internet connection with minimal distractions.

In-person interviews

Confirm who you'll be meeting on the day, check your route in advance, and leave plenty of time in case of travel disruptions. This is your 5-minute call, you have 5 minutes.

Accessibility

We are an inclusive employer and want to ensure that our process is as accessible as possible. If you have any access requirements, please let us know as soon as possible by emailing us on workwithus@eno.org so that we can ensure that the stage is ready for your performance.

Information



Confidentiality

Confidentiality is so important in this role and our policy is strict. All information concerning staff, patrons and other ENO business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time.

Data Protection

Data Protection and adherence to GDPR is equally important. We therefore require that computer information should only be accessed if this has been authorised and is necessary as part of the postholder's work. You will need to be aware of the GDPR 8 key principals, and the Computer Misuse Act1990.

Health and Safety

Health and Safety is so important at ENO and we would expect that the postholder will be happy to undertake personal responsibility for safety as will be outlined in the ENO safety policy and the Health and Safety at Work Act 1974.

Equal Opportunities

Equal Opportunities is a given. We will expect the postholder to abide by ENO's policies on Equal Opportunities and Dignity at Work.

Code of Conduct

Code of Conduct is sometimes assumed, but at ENO we will require the postholder to act in accordance with ENO's Code of Conduct whereby everyone shall be treated in a professional and courteous manner with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.



English National Opera is a charitable company limited by guarantee incorporated in England and Wales (Company number 00426792). Charity Registered Number 257210

ARTS COUNCIL
ENGLAND

Supported using public funding by
**ARTS COUNCIL
ENGLAND**