



QUEEN'S

JOB DESCRIPTION

Job Title:	Freelance Wardrobe Coordinator
Hours:	Part-time - Hours vary depending on production timelines and may include: <ul style="list-style-type: none">• Scheduled prep time• Term-time fittings• Dress rehearsals• Performance evenings and/or weekends
Status:	Temporary

Responsible to: Director of Performing Arts

Job Purpose:

The Freelance Wardrobe Coordinator plays a key role in supporting the school's Performing Arts department. This role involves managing, sourcing, creating, and maintaining costumes for school productions, performances, and events. The ideal candidate is creative, organised, and confident working with children and staff in an educational setting.

Main Duties

Costume Management

- Develop costume concepts in collaboration with the Director of Performing Arts to suit the production's theme, aesthetic, and budget.
- Source, create, alter, or rent costumes as required.
- Manage the school's existing costume stock, including organising, labelling, repairing, and storing items.
- Ensure all costumes fit appropriately, conducting measurements and fittings with students.

Production Support

- Provide on-site support during dress rehearsals and performances.

- Assist students with quick changes, costume adjustments, and troubleshooting on performance days.
- Maintain the visual continuity of costumes throughout the run of the production.

Logistics & Administration

- Track and manage costume budgets, receipts, and purchasing records.
- Liaise with external suppliers, rental companies, and parents when necessary.
- Create and maintain costume lists, fitting schedules, and production wardrobe documentation.
- Ensure compliance with school safeguarding policies while working with students.

Maintenance & Post-Production

- Oversee the return, cleaning, and repair of costumes after the production.
 - Manage a clear and systematic inventory process to ensure costumes are stored correctly.
 - Recommend improvements or additions to costume stock for future productions.
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Skills & Experience

Essential

- Experience working in wardrobe, costuming, theatre design, or a similar creative role.
- Strong sewing, repair, and alteration skills.
- Excellent organisational skills and the ability to manage multiple deadlines.
- Ability to work with children and maintain a professional, supportive presence.
- Creative problem-solving and a calm, adaptable attitude during busy production periods.

Desirable

- Previous experience in a school or youth theatre environment.
- Knowledge of historical costume styles and theatre production processes.
- Ability to design and create custom costume pieces.

Personal Attributes

- Creative and resourceful
- Reliable and self-directed
- Patient, encouraging, and student-focused
- Strong communication and collaboration skills
- Enthusiastic about school theatre and performing arts

Child Protection and Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2025).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

March 2026

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.