

MERCURY



May 2026

Dear Candidate

Thanks for your interest in training at the Mercury.

The Hervey Benham Wardrobe Assistant Placement is a new opportunity to start a career in theatre production at the Mercury Theatre.

The Mercury is one of the most ambitious producing houses in the East, we pride ourselves on the high-quality, entertaining and inclusive productions. We have an ambitious programme of activities with our local communities, schools and creative talent in the region.

During the 18 month placement you will learn how we deliver high quality technical support for all Mercury Production and visiting productions from highly experienced colleagues. You will be trained to carry out all aspects of the creative and artistic tasks relating to costume for all Mercury performances. You'll learn the skills you will need to be an active member of a theatre production team.

The work will always be varied!

In this pack you will find:

- Job description and person specification
- Information about how to apply.

Further information about the Mercury can be found on www.mercurytheatre.co.uk. To apply upload your application form to the link at the end of the pack by **10:00am on Monday, 15 June 2026**.

The placement is made possible due to funding from the Hervey Benham Charitable Trust.

We look forward to receiving your application.

The Recruitment Team at the Mercury



The Hervey Benham Wardrobe Assistant Placement

Job Description

| | |
|---------------------------|---|
| Job Title | Hervey Benham Wardrobe Assistant Placement |
| Responsible to | Wardrobe Manager |
| Key working relationships | Deputy Wardrobe Manager Acting company Company Stage Manager Technicians Assistant Stage Managers Production designers |

This placement in the Mercury's production department will provide in-depth hands on experience working backstage as part of the production team. The Wardrobe team work closely and collaboratively with colleagues to deliver the physical aspects of Mercury Productions and Originals, and Creative Engagement activities and visiting company performances.

The department's aim is to assist creative teams to achieve their artistic vision within the agreed timescales and budgets to the highest possible standards.

Placement purpose

Working with the Production team, the Wardrobe Assistant Placement will learn how to:

- Deliver high quality production support for all Mercury productions and at the Mercury, on tour and in the community.
- Facilitate the creation, purchase, adaptation and maintenance of costumes.
- Carry out the maintenance of all wardrobe equipment relating to theatre productions.

Main tasks to be undertaken during the placement.

Working with other members of the Production and Construction departments the Placement will assist in the delivery of all wardrobe requirements. This will include making, sourcing, shopping, dressing and maintenance.

Specific duties

Productions and events

- To work proactively as a member of the wardrobe department within the production team assisting in the delivery of Mercury productions and visiting productions, taking part in supporting rehearsal activities, costume making, sourcing and maintenance as required.
- To work as crew for performances and events in the theatre, studio, café bar and other areas as required.
- To facilitate rehearsal requirements of the director, working closely with them on all matters relating to the production and/or the acting company.
- To work closely with all other departments within the Mercury.
- To assist in the delivery of wardrobe support for visiting companies and one – night events.

Maintenance

- To assist in the maintenance of wardrobe equipment as required.

- To assist the team in the storage of all production materials in an organised manner and ensure that all department areas are clean, tidy and safe.

Knowledge, skills

The Wardrobe Assistant Placement will undertake the following activities:

- Basic costume design interpretation
- Costume alteration
- Measuring actors
- Costume setting lists
- Show dressing
- Basic radio mic fitting
- Pattern drafting and cutting for fantasy and period costumes
- Costume construction
- Costume maintenance
- Basic Wig maintenance
- Costume breaking down
- Craft work and head wear creation
- Liaising with visiting company technical staff
- First aid training

General Duties

- Maintain a working knowledge of the Mercury's wider artistic programme, including its Creative Engagement and Talent Development activities.
- Attendance at read-throughs, rehearsals, staff and production meetings as required.
- To work on other Mercury theatre projects as required.
- Participate actively as a member of the Production team.
- Complete all training assignments and assessments as required.
- Attend and contribute to staff meetings and/or training sessions.
- Maintain positive and effective relationships with colleagues across the organisation.
- To adhere to all Mercury theatre policies included Safeguarding, Health and Safety and environmental policies.
- To maximise income and minimise expenditure whilst ensuring high quality delivery.
- Deputise for other members of the production department where necessary to ensure the effective and efficient delivery of all the team's activities.
- Undertake First Aider duties if required.
- Undertake any further duties as may be reasonably requested.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not preclude change or development that might be required in the future. It does not form part of the contract of employment.



Person Specification

Essential

Personal Qualities

- Aged 17- 25 years old
- Self-disciplined, organised and self-motivating
- Ability to work in a team of both permanent and freelance staff, supporting other team members
- Adaptable and receptive to new ideas and initiatives
- Ability to work under pressure and manage competing deadlines
- Creative flair
- Excellent interpersonal skills with an ability to listen, build rapport and communicate with people at all levels

Professional Competencies

- An interest in the technical aspects of theatre
- Willingness to learn new skills
- Basic sewing skills

Desirable

- Experience of small scale or amateur theatre
- Costume or clothes making skills
- Experience with sewing machines
- Experience working backstage

Outline of Terms and Conditions

| | |
|----------------------|---|
| Duration: | This post is for 18 Months from March/April 2026. |
| Hourly Rate: | Prevailing national minimum wage for your age |
| Hours: | 37.5 per week, although additional hours may be necessary in order to fulfil the post's requirements for which Time Off in Lieu is available. This post will require the successful candidate to regularly work unsocial hours. |
| Annual Leave: | Annual leave entitlement is 24 days for each holiday year plus statutory Bank Holidays. |
| Probationary Period: | Three months |
| Notice Period: | Two months by either party in writing after an initial probationary period during which time the notice period is one month by either party. |
| Pension: | The Theatre operates a pension scheme that meets the government's requirements under auto-enrolment. |
| Other Benefits | Discount on drinks in the Mercury's café bar. The company offers an interest free season ticket loan. The company encourages attendance at performances with an allocation of tickets to employees (subject to availability and the Mercury's ticket policy). A discount on specific Creative Engagement activities. |

How to apply

To apply for this post, download, complete and submit the application form.

Applications should be submitted via Staffology: [here](#) by **10:00am on Monday, 15 June 2026**. Interviews will take place on Tuesday, 23 June 2026.

The Mercury Theatre is an equal opportunities employer and actively promotes diversity in the staff team. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Please let us know if you need this information in a different format or you need any adjustment to help you perform at your best at interview by contacting Valentina Borja H. by phone on 01206 577006 or by email on: recruitment@mercurytheatre.co.uk

