

# NEW VIC



**Costume Technician  
Information Pack  
May 2026**

## Welcome

Thank you for your interest in the post of Costume Technician at the New Vic Theatre.

Are you interested in joining a dynamic team making stunning costumes for the award winning New Vic Theatre in Staffordshire? Do you have experience in machine and hand sewing / Costume Construction and experience of working in a producing theatre environment? Do you have excellent alteration skills and knowledge of traditional period costume techniques and construction? If so, we want to hear from you.

The deadline for applications is **Monday 1 June 2026 at 10am**. Interviews will be held **week commencing 8 June 2026**. Contract start date is **Monday 20<sup>th</sup> July**.

We hope that this pack will answer all your questions, but if there is anything else you would like to know about the role or working at the New Vic, please do get in touch on 01782 381371 or by email via [recruitment@newvictheatre.org.uk](mailto:recruitment@newvictheatre.org.uk)



## Costume Technician Role Information

The post of Costume Technician is offered on a full time, permanent basis of 40 hours per week.

### Salary

The salary for the post is £27,602 per annum. The salary is paid monthly.

### Hours of work

Your contracted hours are 2,080 per annum (based on an average 40 hour week) to be worked flexibly between 9am - 6pm Monday to Friday, and 8am to 8pm Monday to Saturday during tech weeks. These will be agreed in advance with your Manager.

All employees are expected to work some evenings and Saturdays. You will be required to be flexible to meet the operational needs of the costume department.

Your meal breaks are unpaid.

In weeks where less than the contacted hours are worked, owed TOIL must be reduced by the number of hours not worked. TOIL may not be carried forward from one year to the next. Any hours in addition to your normal hours are to be agreed in advance with your manager.

Time off in Lieu (TOIL) at Time and a Half for any hours in excess of 50 in any one week.

Payment at Double time for:

Any hours worked between 11pm and 9am Mon to Sat.  
Any hours worked on a Sunday or Bank Holiday.

### Holiday entitlement

The annual holiday entitlement for this post is 20 days plus bank holidays. This will increase to 22 days plus bank holidays following three years continuous service and 25 days plus bank holidays following five years continuous service.

The holiday year runs from 1 April to 31 March.

### Probationary & Notice period

The probationary period for this post is 6 months. The notice period during the probationary period is 2 weeks. Following successful completion of probationary period the notice period is 4 weeks.

### General

All eligible staff are automatically opted in for the New Vic's pension scheme under auto enrolment legislation.

All offers of employment are subject to the candidate being able to provide suitable proof of their eligibility to work in the UK and references.

## Costume Technician Job Description

Responsible to: Head of Costume, Head of Production

### Role Purpose

Working as part of the Costume Production Team, the Costume Technician will ensure effective and efficient support in the manufacturing and supplying of costumes required for New Vic productions.

Alongside the other members of the Costume Department - specifically the Costume Cutters - the Costume Technician's main role is the construction and sewing / tailoring of garments, both theatrical and commercial. The role also requires general assistance in other pre-production costume elements such as selecting and altering existing items, costume fittings and the general maintenance of shows.

This is a full-time role that requires flexibility with occasional evening and weekend availability; catering for specific fittings and rehearsal / production schedules as arranged by the Head of Costume and Head of Production.

In addition to this role, the Costume Production Department consists of:

- Head of Costume / Supervisor
- Deputy Head of Costume / Cutter
- Costume Cutters (2 x part-time)
- Costume & Wig Technician (part-time)
- Wardrobe Assistant

All members of the Costume Production Department are expected to work to high standards and uphold production values - respecting and sharing the responsibility for meeting deadlines and maintaining a positive work ethic.

### Detailed Responsibilities - Specific to role

- To assist the Costume Cutters with the construction, fitting and completion of all costumes for New Vic Theatre main house productions.
- To produce costumes according to the Designer and Directors requirements - both visually and practically for purpose and functionality, working closely with the Deputy Head of Costume to achieve this.
- To assist the department and Designers with fabric and haberdashery shopping.
- To carry out any alterations as required.
- To repair and renovate costumes.
- To assist in the pulling, adapting and altering of costume from the New Vic store and any other sources.
- To assist the Wardrobe Technician with the more considerable show alterations and repairs if required.
- To assist the Head of Costume during Tech periods / sessions as and when required.
- To support workroom maintenance and general running of the department areas and machinery.
- To work as part of a team and be able to use own initiative.
- To attend any meetings relevant to the position.
- To assist with fulfilling all relevant Health and Safety requirements.

**As a member of the New Vic Staff, you will be required to:**

- Attend training as required.
- Comply and contribute to all company policies and procedures including Health and Safety, Equal Opportunities, Safeguarding and Data Protection.
- Contribute towards making the New Vic a more sustainable organisation and improving environmental performance.
- Be an advocate of the theatre and act always in the best interest of the New Vic.
- Duties may involve having access to information of a confidential nature which may be covered by the General Data Protection Regulation. Confidentiality must be maintained at all times.
- Any other duties as may reasonably be required by the Managing Director that may assist the company in achieving its business objectives. Such tasks will not be of an unreasonable nature and shall be commensurate with the level of the post.



## Person Specification

The following represents the essential and desirable attributes for the post of Costume Technician.

### Essential Criteria

- Demonstrable training and experience in machine and hand sewing / Costume Construction, ideally but not solely within a workroom environment.
- Familiarity of working with all types of fabric.
- Knowledge of more traditional period costume techniques and construction.
- Excellent alteration skills.
- Experience of the fitting process and order.
- Confident use of industrial sewing machines and Overlockers.
- Experience in the production of prop costume.
- Experience of working in a producing theatre environment.
- Ability to prioritize and manage workload with knowledge of time constraints and efficient production techniques.

### Desirable Criteria

- Cutting experience.
- Millinery skills.
- Machine maintenance knowledge.
- Dyeing and breaking down skills.
- Experience of wig maintenance.
- Experience of dressing and show maintenance.

*'Staffordshire's New Vic proves what a regional theatre with ambition and imagination can do'.*  
**The Guardian**

The New Vic is unique. The first purpose-built theatre-in-the-round in Europe and a ground-breaker in the integration of professional theatre-work with an extensive community and education programme, we make theatre that is valued by local audiences and recognised nationally and internationally.

We believe in the power of theatre to change lives. We also believe that everyone should have access to great theatre and on average 180,000 people visit the New Vic each year.

The New Vic has forged a national reputation for producing first class theatre. We have a full in-house creative team, including costume, scenic workshops, lighting, sound and design.

Our extensive community and education programmes reach over 25,000 people annually, with award-winning New Vic Borderlines, and New Vic Education departments ensuring we are key to the cultural life of the region. Alongside this the theatre leads Appetite, an Arts Council England Creative People & Places programme, to engage more people in Stoke-on-Trent and North Staffordshire in the arts.

The New Vic is a registered charity with a turnover of £5 million and operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council and Staffordshire County Council.



***“wildly inventive, energetic and hilariously clever”***  
**Stoke Is Where The Heart Is on *The Hound of the Baskervilles* (2026)**

***“A feast of graceful movement, brilliant light and soulful music”***  
**What’s On Staffordshire on *The Little Mermaid* (2025)**

***“a tasty gem of a production”***  
**The British Theatre Guide on *Big Big Sky* (2025)**

***“A nostalgic glimpse into Stoke’s history and culture”***  
**A View to a Kiln on *Whatever Happened To Phoebe Salt* (2025)**

***“visually impressive and directed with verve”***  
**The Stage on *A Matter of Life and Death* (2025)**

***“action thrills aplenty, from start to finish”***  
**The Observer on *The Three Musketeers* (2024/25)**

***“a dark and dynamic production, ravishing in both senses”***  
**The Guardian on *The Company of Wolves* (2024)**

## Applying

The New Vic aims to attract, develop and retain the best talent for all roles and will always appoint based on merit. We consider that diversity is good for the art we make, good for artists, good for audiences, and good for the cultural sector.

The New Vic is an equal opportunities employer. We value diversity in our workforce and positively encourage applicants from all sections of the community, particularly applicants under-represented across the arts workforce, especially applicants with a disability, applicants who are LGBTQIA+ or applicants of African or Caribbean heritage, South, East and South-East Asian heritage or anyone who experiences racism.

### How to apply

Please forward your CV and a covering letter giving a brief outline of why you think you would be suitable for this role and how your skills match the person specification to [recruitment@newvictheatre.org.uk](mailto:recruitment@newvictheatre.org.uk) using the subject line Costume Technician, or post them to Administration Department, New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG.

The deadline for applications is **Monday 1 June 2026 at 10am**. Interviews will be held **week commencing 8 June 2026**. Contract start date is **Monday 20<sup>th</sup> July**.

We want to make sure that our application process is accessible to everyone, so please do tell us if you need any of this information in another format (e.g. large print, audio).





**New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG. Stoke-on-Trent & North Staffordshire Theatre Trust Ltd.  
Company registration number: 911924. Charity registration number: 253242. The New Vic Theatre operates thanks to partnership between  
Arts Council England, Newcastle-Under-Lyme Borough Council and Staffordshire County Council.**