

## Job Description

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Wardrobe Assistant: The Paddington Bear Experience

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**THE**  
**PADDINGTON**  
**BEAR™**  
**EXPERIENCE**

Job Title:	Wardrobe Assistant
Reports to:	Head of Wardrobe & Deputy Head of Wardrobes
Responsible for:	N/A
Place of Work:	Based at The Paddington Bear Experience, County Hall
Hours of work:	A minimum of 4 x 4 hour evening shifts per week (approximately 16 hours per week in total), including weekends
Additional Hours:	To be agreed in advance and approved by Head of Wardrobe

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## The Path Entertainment Group:

The Path Entertainment Group (TPEG) partners with some of the world's largest brands, bringing their leading IP to life by producing first-class experiences across the globe. TPEG is comprised of two divisions, Gamepath, specialising in themed attractions, and Showpath focusing on live stage productions. As a company we work towards the vision to create innovative translations of much-loved titles for audiences to engage with in ways they never have before.

The Path Entertainment Group's Live Experience Attraction Portfolio is produced under Gamepath. Their established track record of creative development, production, venue and space management, has produced award winning attractions and partnerships with *Monopoly Lifesized* (Hasbro) and *Saw: The Escape Experience* (Lionsgate) both in the UK and internationally.

In partnership with The Copyrights Group and Lionsgate, 2024 will see *The Paddington Bear Experience* open at London's County Hall.

## Selladoor Worldwide:

Selladoor Worldwide are a UK Theatre Producer and General Management provider, founded in 2009. Current projects include *We Will Rock You* (worldwide tour) and *Madagascar* (USA & UK Tour) as well as general managing the recently concluded, UK Theatre Award winning *The Spongebob Musical!* on behalf of sister company The Path Entertainment Group.

Uniquely Selladoor also provides General Management provision for live/immersive experience. We recently oversaw the year-long run of *Saw: The Escape Experience* at Tower Hill, are currently looking after *Monopoly: Lifesized* at Tottenham Court Road and are in pre-production for *The Paddington Bear Experience*. In addition we also have three rehearsal spaces in Deptford, South East London, which is where our main office is based.

## The Role:

The Wardrobe Department is responsible for the sourcing, production and maintenance of costumes for 60+ Performers playing seven different characters, including a suit character, within the experience as well as handling the cleaning and upkeep of Customer Host costumes.

The Wardrobe Assitant is responsible for the daily laundry, ironing, maintenance and upkeep of the costumes and will actively contribute to the efficient daily handling of the full range of costumes within the live experience.

## Key Responsibilities:

- Carry out daily laundry and ironing (where applicable) of show costumes.
- Basic hand and machine stitching repairs.
- Resolve any costume malfunctions as communicated by the Head of Wardrobe.
- Assist in sending relevant costumes for dry cleaning.
- Assist with maintenance and cleaning of the Paddington Suit adhering to related guidance.
- Communicate any issues or changes to Head of Wardrobe where relevant.
- Actively support the Head of Wardrobe in training new staff.
- Assist in costume fittings when required for new and current cast.
- Communicate the need for ordering materials, wardrobe supplies and other consumables as required.

As this is a relatively new production, the full nature of the role will continue to evolve in line with the creative, operational and other requirements of the experience as well as the needs of other departments. You will therefore be expected to undertake any other duties as reasonably required.

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## Relationships:

- Head of Wardrobe and Deputy Heads of Wardrobe for daily running of the Wardrobe department.
  - Company- and Stage Management teams for day-to-day operations across the experience.
  - Performers
  - Customer Hosts (Front of House staff)
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## Rollout:

- **Start Date:** Late October/Early November
- **Initial 6-month Contract Term:** to 6<sup>th</sup> April 2025
- **Opening Hours and Working Hours:** The experience is open 7 days a week with entry times between 10am and 6pm, depending on the day. Working hours will normally fall between 4pm and 10pm, however start times can be from 8am.
- **Weekly time commitment:** You will be scheduled to work minimum 16 hours per week at £13.75 per hour.
- **Contract type and length:** This is a self-employed 6-month fixed term contract, which includes holiday pay and SSP. After initial contract, there is potential to renew subject to performance and offer.
- **Christmas Leave Embargo:** The attraction is open on Christmas Eve, Boxing Day, New Year's Eve and New Year's Day. A leave embargo will be in place from 16<sup>th</sup> December 2024 – 5<sup>th</sup> January 2025 (inclusive) during which time we will not be considering any holiday requests.
- **NB:** You will be expected to be comfortable and able to move in rat runs and tight spaces within the experience.

## **Experience and Person Specification:**

### Essential:

- Experience in a theatre wardrobe department or similar setting.
- A keen interest in and passion for live/immersive productions.
- Knowledge of costume maintenance and best practice for washing/cleaning costumes.
- Basic hand and machine stitching skills.
- Exceptional organizational skills and attention to detail.
- A flexible, confident and responsive approach to working while adapting to rapidly changing needs and requirements.

### Desirable:

- Experience in a Wardrobe Assistant role.
- Experience in a live/immersive production setting.
- Experience in supporting the pre-production of a first-time opening.
- Knowledge of basic costume construction.
- Experience in managing suit character costumes.

Please note that we actively encourage applicants who are looking to further progress their career within Wardrobe departments of immersive experiences and would support this progression, in time, for suitable candidates.

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## **Application Process:**

Please send your CV and covering letter (1-2 pages) outlining how you meet the essential criteria to [recruitment@selladoor.com](mailto:recruitment@selladoor.com) with 'Paddington – Wardrobe Assistant' in the subject line.

**Deadline:** Monday 21 October 2024 at 10am.

**Interviews:** W/c 21 October.

If you have any questions or want to discuss the role in further detail, please contact Nadja Bering Ovesen on [nadja.bering@selladoor.com](mailto:nadja.bering@selladoor.com)