



ROYAL  
BALLET  
SCHOOL



# JOIN OUR TEAM

WORK AT THE ROYAL BALLET SCHOOL

# ABOUT US

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We are a global organisation with an important mission: to nurture, train and educate exceptional classical ballet dancers and to set the standard for dance training worldwide.

As a boarding school, a performing arts organisation and a charity, our team is varied. Our staff have specialist skills in dance, academics, pastoral care, healthcare, outreach, marketing, fundraising, and operations - to name a few.

We look for committed, enthusiastic candidates who demonstrate the skills and experience we need.

People are the key to our success - we attract, retain, develop and motivate the best in their fields to share our commitment to providing excellent care and education for our aspiring dancers and dance teachers.

## OUR VALUES

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ACTIVELY  
WIDENING  
ACCESS

OUR HERITAGE  
NOURISHES  
OUR FUTURE

STRIVING FOR  
EXCELLENCE

NURTURING  
INDIVIDUALS

ALWAYS  
INNOVATING

# WHAT'S IN IT FOR YOU?

Our full-time students are based at White Lodge in Richmond Park and Upper School in Covent Garden.

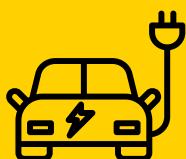
There are two additional boarding houses for Upper School students in Pimlico and Covent Garden.

The Royal Ballet School operates in locations worldwide, including different Associate centres and venues for Intensive Courses.

Across our sites, there are a total of 280 employees. Wherever they work, our team respect each other, knowing everyone has a unique part to play in our organisation's mission. Our workspaces are friendly, welcoming and inclusive. Our employees share a passion for the arts in society and for supporting individuals to reach their full potential.



GENEROUS  
PENSION  
SCHEME



TECH AND  
ELECTRIC  
VEHICLE SCHEME



CYCLE TO  
WORK  
SCHEME



EMPLOYEE  
ASSISTANCE  
PROGRAMME



LEARNING AND  
DEVELOPMENT  
OPPORTUNITIES



SEASON  
TICKET  
LOAN



GENEROUS  
ANNUAL  
LEAVE



DISCOUNTS  
OFF A VARIETY  
OF BRANDS



**WARDROBE  
COORDINATOR**

# APPLICATION DETAILS

## LOCATION:

White Lodge, Richmond Park and Upper School, Covent Garden

## HOURS:

28 hours per week (0.8 FTE), across 4 days of the week. This position is term time only and requires occasional weekend and evening work compensated by TOIL to fulfil the demands of projects.

## SALARY:

c£23,000 FTE per annum



## START DATE:

April 2026 (handover to be completed beforehand)

## APPLICATION CLOSING DATE:

11 February 2026

## OVERALL PURPOSE OF THE ROLE

To support the day-to-day operation of the Wardrobe Department across both White Lodge and the Upper School, ensuring smooth provision of uniforms, footwear, and wardrobe services, including assistance with costume support for events and performances.

## SUMMARY OF THE ROLE

The Wardrobe Coordinator plays a key role in providing operational support to the Wardrobe Department, overseeing uniforms and footwear, maintaining records, and assisting the Wardrobe Supervisor with costume preparation for events and performances. The role works closely with our students, as well as Artistic, Production, and Pastoral staff, to ensure efficient delivery of wardrobe services throughout the year.

## **MAIN DUTIES**

### **UNIFORM AND STUDENT FITTINGS**

- Coordinate and carry out student uniform fittings across both sites
- Oversee uniform stock management by maintaining accurate stock records, including ordering, issuing and returns
- Provide support and guidance on uniform-related queries from staff, students, and parents.

### **FOOTWEAR COORDINATION**

- Coordinate student shoe fittings in liaison with external suppliers
- Oversee footwear orders, manage stock, and maintain records of fittings and allocations
- Provide support and information for footwear-related queries from staff, students, and parents.

### **WARDROBE AND COSTUME SUPPORT**

- Support the Wardrobe Supervisor with wardrobe and costume requirements for in-house productions and end of year performances
- Assist with costume fittings, alterations, and general maintenance, as required
- Support dressing requirements during rehearsals and performances
- Assist with packing, transporting, and returning costumes for performances and events.

### **STOCK, ADMINISTRATION AND RECORD KEEPING**

- Maintain records and inventories for uniforms, footwear, and costumes
- Help track stock movement, deliveries, and returns
- Support audits and stock checks
- Maintain organised storage areas and wardrobe systems.

### **GENERAL**

- Work across both White Lodge and Upper School as required and support the smooth day-to-day running of the Wardrobe Department
- Work collaboratively with artistic, production, and pastoral staff
- Maintain a professional, supportive approach when working with students
- Undertake any other reasonable duties as requested by the Artistic Operations and Production Manager.

# PERSON SPECIFICATION

## ESSENTIAL CRITERIA

- Excellent organisational and administrative skills
- Experience of managing records, lists, or stock systems
- Practical sewing and garment-handling skills
- Strong attention to detail and ability to work methodically
- Confident working with young people in a professional environment
- Ability to manage workload effectively and meet deadlines
- Competent IT skills (e.g. working with Microsoft Office or similar systems).

## DESIRABLE CRITERIA

- Experience working in a school, arts, performances, retail or wardrobe-related environment
- Experience working with clothing, uniform, or stock management
- Knowledge of costume or dancewear requirements
- Interest in dance, costume, or performing arts
- Empathy with the aims and ethos of the School.



## **SAFEGUARDING DUTIES AND RESPONSIBILITIES**

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is everyone's responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centred approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, particularly the most recent Keeping Children Safe in Education, and to communicate concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

We are committed to creating an environment where all our employees feel part of our team and can flourish, regardless of their background. We're proud to be an inclusive workplace that promotes and values diversity.

The information detailed here about this role should not be considered encompassing. Over time, the emphasis of the job may change without changing the general characterisation of the role or the level of duties and responsibilities. This information will be periodically reviewed and revised in consultation with the postholder.





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TO APPLY**

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WITH YOUR  
APPLICATION

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IF YOU HAVE  
QUESTIONS

