The Witches of Essex Community Heritage Project

Technician Job description

Key details:

**Title:** Costume & Prop Manager (Freelance) for The Witches of Essex Community Heritage Project

**Venue:** Kelvedon Institute / Essex Records Office

**Start date:** 22nd September 2025

**End date:** 11th October 2025

**Payment:** £300 Fixed fee

**Responsible to:** Project Leader

A brief outline to the project

The Witches of Essex Community Heritage Project is a new project run by our Black Dog Theatre Creation community group and supported by The Heritage Lottery Fund. The aim of this new community project is to create a new project exploring the witches of Essex and particularly, of St Osyth, an Essex village around which a series of ‘Witch’ accusations spread in the 1580s along the coast to Clacton, Hamford Water and Walton. Following on from our recent successful local Victorian community heritage project with Alfie James Productions; we have teamed up once again with the Essex Records Office to continue developing our historical enquiry and archives research skills whilst also developing a new skills in using and developing audio and digital archives. In this project, we are also delighted to be working with local Historian and Writer Professor Marion Gibson, and we hope that the project will support the new emerging Essex Witches Museum by providing them with a series of educational resources. The project will be open to approximately 15-20 local participants in Colchester (Essex) focusing upon (but not limited to) engaging with people with poor confidence and mental health issues. Participants will be invited to attend a weekly workshop where we will develop historical enquiry skills, use archives, artefacts, performance techniques and visits to research to develop an understanding of the stories of those who were accused of witchcraft. We will create a series for educational and learning materials as well as developing a series of audio stories / monologues bringing to life some of the real-life stories of those accused to share to the local community.

About the Black Dog Theatre Creation:

The Black Dog Theatre Creation is a small community theatre project which was set up ten years ago by the team behind Alfie James Productions which have successfully created six community heritage projects with the HLF. The Black Dog Theatre Creation’s core aim is to use creativity and the artforms to support adults suffering from poor confidence and mental health issues. Over the past ten years, we have developed countless projects, and we currently run regular groups in Colchester (Essex), Camden (London), East-Ham (London) and Bury St Edmunds (Suffolk) and regularly work with local support organisations including Rethink, Colchester Community 360, Camden Community Network, West Euston Project and local libraries who all signpost clients to us regularly.

The role of the Technician

The key role of the to organise and manage costumes and props for the Witches of Essex Community Heritage project and to manage the use of key artefacts for the project. You will attend our workshops leading up to our sharing sessions helping us to prepare our audio pieces and our sharing evenings whilst helping to create a safe and friendly environment, supporting our members to access the activities, and giving positive encouragement. It would be great if you brought fresh ideas along to help us to enhance our recordings using your knowledge and experience of costumes and props and help us to evaluate our project.

Specific duties to the role:

As our Costume and Prop Manager, you will work in a team with the Project Leader supporting each other with the general running of the project. Duties include (but not limited to):

1. To work with the Project Leader to help organise the use of key artefacts to be used in workshops.

2. To network with museums, local costume hire companies to create links and to hire costumes and props to be used in workshops and our performance.

3. Work with volunteers and participants to take costume sizes and manage costume fittings.

4. Attend workshops and rehearsals to manage costumes and props.

5. Work with The Project Leader to manage the communication and hire of costumes and props.

6. Attend dress/tech rehearsals and performances.

7. Complete feedback form at the end of the project.

General duties:

8. Everyone should act in a professional manner at all times.

9. Everyone should work as a team, supporting each other where possible

10. Support in the marketing of activities, performances.

11. Support the organisations core aims and ethos.

12. Employees should act in a manner which does not bring disrepute to the organisation, and which abides by our code of conduct particularly considering their role working alongside vulnerable adults.

13. Everyone should respect and act accordingly towards any behaviour and public safety policies of the workshop, visiting and performance venues e.g. Fire and Health and Safety Policy and Procedures, rules regarding smoking at the theatre.

Statutory checks:

Due to the nature of some of our work employees may be asked to undertake a DBS check. All offers of employment whether paid or voluntary will be subject to the outcome of this check. The cost of the DBS check will be covered by the Black Dog Theatre Creation.

To apply:

Please send a copy of your CV along with a cover letter or alternatively either a short audio/film recording outlining why you would like this role and any specific skills you could bring to the project. (Recordings should be no longer than 5 minutes) Please email to

blackdigtheatrecreation@gmail.com

**Kindly supported by:**

