



## **POSITION DESCRIPTION**

### **Senior Wardrobe Technician**

<b>About WOW:</b>	At the heart of WOW is a renowned international wearable art competition which has flourished over the past 30 years resulting in New Zealand's single largest theatrical production staged in Wellington annually, a museum in Nelson and an international touring exhibition.
<b>Position Purpose:</b>	<p>The Senior Wardrobe Technician leads the team responsible for the care (including assessment, repair, restoration, maintenance and administration) of:</p> <ul style="list-style-type: none"><li>a) the garment entries to the annual World of WearableArt Awards Competition and Show; and</li><li>b) the permanent garment and character costume collections to ensure their long-term preservation and use in WOW shows, exhibitions, photo shoots and activations.</li></ul>
<b>Scope of Role:</b>	<ul style="list-style-type: none"><li>1) Leadership of Wardrobe and Garment Technician Teams</li><li>2) Leading care and maintenance of garments for:<ul style="list-style-type: none"><li>a) World of WearableArt Awards Competition</li><li>b) World of WearableArt Awards Show</li><li>c) Permanent Garment Collection</li><li>d) Exhibitions, Installations and Live Appearances</li></ul></li></ul>
<b>Location:</b>	This role is Nelson-based; however, some travel may be required in particular during the annual Show season in Wellington
<b>Reports to:</b>	Wardrobe Manager
<b>Key Working Relationships:</b>	
Internal	Wardrobe Manager, all members of the Wardrobe team (permanent and contracted), Competition Director, Competition Manager, Head of International & Business Development, Exhibitions Project Manager, Museum FOH staff and cast and crew of the annual Show team including models, performers and dressers
External	Electricians, suppliers, designers
<b>Direct Reports:</b>	<p>Nelson permanent technician team: two wardrobe technicians (one FTE, one .75) plus casual staff when required</p> <p>The Senior Wardrobe Technician may also be required to lead the Wellington contract Show team: 5 technicians (3 full-time, 2 part-time) and 2 interns during Show season.</p>

**Financial Authority:** Expenditure and budgeting for the wardrobe and collection management area is generally controlled by the Wardrobe Manager. However, this role may have approval for expenditure, from time to time, as delegated by the Wardrobe Manager.

## **Key Accountabilities & Dimensions of the Position:**

### **1) Wardrobe and Garment Technician Teams**

Wearable art comes in all sorts of exciting forms and materials, and the Wardrobe Technician team's core focus is maintaining and caring for works of wearable art created by external designers.

The Senior Wardrobe Technician is responsible for effective leadership of the permanent Nelson Technicians and works with the Wardrobe Manager to contract the Wellington Garment Technician team to achieve the specified outputs below.

### **2) World of WearableArt Awards Competition**

Principal accountability for assessment, repair, restoration and maintenance of garment entries for the annual World of WearableArt Awards Competition through its three stages of judging.

#### **a) Cataloguing and First Judging**

- i. Carrying out repairs on garments as required, including liaising and working alongside an electrician during the testing of all electrical components and completion of any agreed repairs prior to First Judging;
- ii. Ensuring that accurate digital records of issues identified, repairs carried out, etc. are kept;
- iii. Ensuring all entries are ready for First Judging weekend;
- iv. Providing onsite technical services for the duration of First Judging weekend;
- v. Recording all garment repairs and issues generated from First Judging in preparation for Show model fittings, in liaison with the Wardrobe Manager;
- vi. Assisting the Wardrobe Manager:
  - a. to ensure all entries are unpacked and catalogued on time and in line with correct cataloguing procedures;
  - b. to assess all garments and identify H&S and construction issues which will then be discussed with the Competition Director and Competition Manager;
  - c. with set up of the wardrobe area for First Judging;
  - d. to ensure garments (selected and unselected) are packed appropriately ready for either Show season or return to designers, leading processes around this as necessary.

#### **b) Second and Final Judging**

Subject to the amount of time spent in Wellington during Show season, this role has responsibility for ensuring that all entries are ready for Second and Final Judging and presented to the judges in the best possible condition. This includes:

- i. Guiding the Wellington contract Show team on garment care and remedial work required;
- ii. Developing repair solutions and either undertaking or overseeing completion of the repairs;
- iii. Administering urgent repairs backstage; and
- iv. Ensuring that accurate digital records of issues identified, repairs carried out, etc. are kept.

### 3) **World of WearableArt Awards Show**

#### a) **Competition Garments (including any permanent collection garments being used in the Show)**

Subject to the amount of time spent in Wellington during Show season this role has the following responsibilities:

- i. Recruiting and leading the Show garment technician team, currently comprising 3 full-time, 2 part-time technicians and 2 interns, in conjunction with the Wardrobe Manager;
- ii. Supervising setup of the garment technician area in the venue;
- iii. Ensuring the team implements an effective programme to keep garments operational throughout rehearsals and during the performance period, including:
  - a. Identifying, assessing and recording issues and concerns with fit and/or faults in garments at model fittings;
  - b. Supervising and carrying out repair, maintenance, reinforcement, reconstruction and adaption of garments;
  - c. Liaising with and working alongside an electrician regarding repairs to electrical components within garments;
  - d. Administering urgent repairs backstage during rehearsals and performances as and when required;
  - e. Purchasing repair materials and equipment and ensure that appropriate WOW policies are followed for all purchases;
  - f. Liaising with designers regarding garment repair when appropriate and in conjunction with the Wardrobe Manager and the Competition staff; and
  - g. Ensuring that accurate digital records of issues identified, repairs carried out, etc. are kept, with assistance from the Wardrobe Administrator.
- iv. Working with the Wardrobe Manager on the following:
  - a. pack in and pack out of the rehearsal and show venue;
  - b. setting up the rehearsal and backstage areas
- v. Unpacking, checking and sorting garments returning from Wellington after the Show season as required.

#### b) **Props and Character Costumes**

Working with the Wardrobe Manager, as required, to:

- i. Prepare requested costumes, accessories, undergarments and general stock required for the Show season;
- ii. Assist the Head of Costume with cataloguing of new character costumes;
- iii. Unpack, check and wash any character costumes that are returned to Nelson, so they are ready for storage;
- iv. Contribute to solutions around storage of props and character costumes; and
- v. Working with Wardrobe Administrator, Head of Costume and the Show Production Coordinator to keep an accurate record of all props and character costumes.

### 4) **Permanent Garment Collection**

The Competition department is responsible for policies regarding accession and de-accessioning of garments in the permanent collection. The Wardrobe department works with the Competition department to implement these policies.

Leading care and maintenance of the permanent garment collection, including the following:

- i. Reconstruction and/or reinforcement of garments suffering recurring damage or maintenance issues, in liaison with the Wardrobe Manager;
- ii. Washing and maintenance of undergarments and accessories;
- iii. Completing annual garment checks including pest control and carry out condition assessment, in conjunction with the Wardrobe Coordinator;
- iv. Ensuring accurate digital records are maintained of work undertaken on permanent collection garments and condition reporting, in liaison with the Wardrobe Administrator;
- v. Contributing to solutions and systems for storage of the permanent garment collection as requested by the Wardrobe Manager; and
- vi. Assisting the Wardrobe Coordinator as needed to ensure that garment booklets for the permanent collection items are maintained accurately.

## **5) Exhibitions, Installations and Live Appearances**

### **a) National WOW Museum**

Leading care and maintenance of exhibition garments as follows:

- i. Leading the repair, maintenance, reinforcement and adaption of garments for incoming exhibition;
- ii. Checking and preparing outgoing exhibition garments for either return to permanent collection storage, or for return to designers as required;
- iii. Carrying out daily exhibition checks as per roster to ensure standard of exhibition is maintained;
- iv. Ensuring that accurate digital records of issues identified, repairs carried out, condition reporting, etc. are kept, assisted by the Wardrobe Administrator;
- v. Carrying out cleaning of garments as required during the exhibition period;
- vi. Involvement in installation and deinstallation of exhibition garments as requested by the Wardrobe Manager;
- vii. Dressing mannequins according to dressing instructions and carrying out minor repair and maintenance on mannequins; and
- viii. Assisting the Wardrobe Manager to return previous exhibition garments to storage or to designers.

### **b) New Zealand**

- i. Ensuring selected garments are ready by freighting and install deadlines;
- ii. Assisting with install/destalls as requested;
- iii. Overseeing repair and maintenance of garments while on exhibition;
- iv. Assisting the Wardrobe Manager to pack garments, accessories, undergarments and repair kits for transport to external appearances;
- v. Ensuring garments and/or character costumes are ready for live appearances at the required time, ensuring that garments are in good repair and well presented;
- vi. Ensuring that accurate digital records of issues identified, repairs carried out, condition reporting, etc. are kept, assisted by the Wardrobe Administrator; and
- vii. Unpacking, washing, repairing and storing garments as required.

**c) International**

- i. Ensuring selected garments are ready by freighting and install deadlines;
- ii. Ensuring that accurate digital records of issues identified, repairs carried out, etc. are kept, assisted by the Wardrobe Administrator; and
- iii. Assisting exhibition designers and install/destall teams as required.

**Person Profile:**

The Senior Wardrobe Technician leads team(s) of skilled technicians, and needs experience in leading a team, in planning and assigning work across a team, and in juggling and meeting multiple deadlines and requests. The role involves creating a problem-solving environment and nurturing individual skills in the team so that workloads can be balanced.

**Skills and Experience Required:**

- Proven experience and skills in leading teams as described above
- High level of proven experience working with a wide variety of mixed media materials and construction methods
- Extensive garment construction knowledge
- General sewing abilities
- Prop-making and pattern drafting skills would be beneficial
- Must be competent and confident using Excel, Word and Outlook
- Experience working with a database system would be an advantage
- Strong work ethic and pragmatic approach
- High level of attention to detail and problem-solving abilities
- Good interpersonal skills and works well in a team environment
- Resilient nature and able to work effectively under pressure
- Good time management and organisation skills
- Strong communication skills: keeps team members up to date with relevant information and understands and maintain confidentiality;
- Physically fit and able to handle heavy or awkward objects and materials
- Full drivers licence is preferable