



## POSITION DESCRIPTION

### Wardrobe Assistant

#### Purpose of the Role:

This Wellington-based role contributes to the success of World of WearableArt Awards Show season by assisting with key wardrobe tasks, caring for garments which may be appearing on stage, in photo shoots, in exhibition or displayed at external events during the 2019WOW Awards Show rehearsal and performance period (Show season).

#### Reports to:

Wardrobe Manager

#### Key Tasks:

<b>Pack In and Pack Out</b>	<ul style="list-style-type: none"> <li>• Assist wherever requested with pack in and pack out of the rehearsal and Show venue, including the unloading and loading of container/s</li> <li>• Assist with the setup of Wardrobe areas in the venue</li> </ul>
<b>Rehearsal Period</b>	<ul style="list-style-type: none"> <li>• Read garment information (inspirations, dressing instructions, etc.) that will help with the correct fitting, choreography and wearing of all garments</li> <li>• Ensure that all garments are comfortable and fitted to their model correctly at fittings</li> <li>• Attend wardrobe team meetings as and when required</li> <li>• Work backstage during Shows</li> <li>• Support the dressing team</li> <li>• Prepare and assist with WOW rehearsal backstage organisation including:             <ul style="list-style-type: none"> <li>○ Set up of rehearsal space:                 <ul style="list-style-type: none"> <li>▪ Arrangement of garments into sections on racks and rails and garment checks completed</li> <li>▪ Wardrobe unders and shoe area tidy and accessible</li> <li>▪ Holding area for external function garments and mannequins prepared</li> </ul> </li> <li>○ Rehearsals:                 <ul style="list-style-type: none"> <li>▪ Speak with all models about their garments fit and comfort, and also to check on their garment knowledge; passing these notes onto the repair team and Wardrobe Manager where required</li> <li>▪ Ensure Wardrobe area is tidy at all times</li> <li>▪ Ensure all garments have required unders, shoes and/or blacks</li> </ul> </li> </ul> </li> </ul>

	<p>which are to be labelled with model and garment name and placed in an unobtrusive place</p> <ul style="list-style-type: none"> <li>○ Second Judging – Preparation: <ul style="list-style-type: none"> <li>▪ Rearrange garments from sections to individual model racks</li> <li>▪ Assist with the preparation for Second Judging day, including problem solving the quick changes</li> <li>▪ Transfer garment knowledge to allocated dressers</li> </ul> </li> <li>○ Second Judging: <ul style="list-style-type: none"> <li>▪ Assist in the smooth running and dressing of all garments for the Second Judging day</li> </ul> </li> <li>○ Assist with move out of main TSB Bank Arena space</li> </ul>
<p><b>Production and Performance Period</b></p>	<ul style="list-style-type: none"> <li>● Prepare and assist with backstage organisation including: <ul style="list-style-type: none"> <li>○ Organise dressing rooms and areas at Show venue for models, dancers and performers</li> <li>○ Set up racks of garments in each dressing room, allocated to each model and performer</li> <li>○ Support the dressing team with garment condition checks (for repairs), battery checks also ensuring all pieces of the garment are present; check for any laundering required</li> <li>○ Provide each dressing room with essential items e.g. repair cards, mirrors, chairs, blankets, etc.</li> <li>○ Ensure each day that garments are hung in the correct location and in a way so as not to be damaged and that additional items (unders, blacks) are present</li> <li>○ Pass on any issues or concerns with the dressers handling of garments to the Dresser Manager</li> <li>○ At end of the Show season, box, bag and rack garments for return to Nelson</li> <li>○ At end of the Show season, assist with loading of containers for return to Nelson</li> </ul> </li> <li>● Perform any other tasks as may be requested by the Wardrobe Manager or Dresser Manager</li> </ul>
<p><b>Post-Production</b></p>	<ul style="list-style-type: none"> <li>● Within two weeks of Show completion, provide written feedback to the Wardrobe Manager for inclusion in a final post-Show review report for circulation to WOW management. Information may cover: <ul style="list-style-type: none"> <li>○ Key issues which arose during rehearsal and production periods and how these were resolved</li> <li>○ Description of initiatives which worked well (and those that didn't)</li> <li>○ Recommendations for future improvements</li> </ul> </li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>● Ensure that any purchases are procured through use of the WOW purchase order system, with appropriate authorisation (e.g. HOD sign-off)</li> <li>● Undertake other general Show-related tasks as may be required from time to time</li> </ul>

**Key Working Relationships:**

Wardrobe Manager, and other members of the Wardrobe team, including Wardrobe interns  
Senior Wardrobe Technician, and other members of the Garment Technician team, including interns  
Dresser Manager  
Volunteer dressers  
Models and dancers  
Show Production and Creative team members

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**Essential Skills, Experience & Attributes:**

Strong work ethic and pragmatic approach  
Resilient nature and able to work comfortably under pressure  
High level of attention to detail  
Good problem solving abilities  
Physically fit and able: heavy lifting is sometimes required  
Good interpersonal skills; a team player  
Current full driver's license would be an advantage but not essential