



POSITION DESCRIPTION

Wardrobe Technician

About WOW:	<p>At the heart of WOW is a renowned international wearable art competition which has flourished over the past 32 years resulting in New Zealand's single largest theatrical production staged in Wellington annually, a museum in Nelson and an international touring exhibition.</p> <p>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.</p>
Position Purpose:	<p>To contribute to the success of World of WearableArt (WOW) by assisting in the handling, maintenance, restoration and administration of the WOW garment collection for annual activity including the Competition, Awards Show, exhibitions, activations, live appearances and photo shoots.</p>
Scope of Role:	<ol style="list-style-type: none">1) Contributing to care and maintenance of garments for:<ol style="list-style-type: none">a) World of WearableArt Awards Competitionb) World of WearableArt Awards Showc) Permanent Garment Collectiond) Exhibitions, Installations and Live Appearances
Location:	<p>This role is Nelson-based; however, some travel may be required.</p>
Reports to:	<p>Senior Wardrobe Technician</p>
Key Working Relationships:	
Internal	<p>Senior Wardrobe Technician, Wardrobe Technician, Wardrobe Manager, all other members of the Wardrobe team (permanent and contracted), Competition Director, Competition Manager, Exhibition & Activations Project Manager, Museum FOH Manager and Museum Hosts</p>
External	<p>Electricians, suppliers, exhibition providers, venue staff for exhibition and installations</p>
Direct Reports:	<p>Nil</p>
Financial Authority:	<p>Nil</p>

Key Accountabilities & Dimensions of the Position:

1) Permanent Garment Collection

Assist with maintenance and administration of the permanent garment collection including the following:

- a) Garment restoration, maintenance and repair;
- b) Data entry and maintenance of all relevant information in the Designer Database;
- c) Garment storage this includes construction of transport and long-term storage boxes for the garments;
- d) Washing and maintenance of garment components;
- e) Assist with strengthening of garments which are suffering reoccurring damage as discussed with, and directed by, the Senior Wardrobe Technician

2) Competition & Awards Show

- a) Unpack and catalogue Competition entries with an emphasis on the administrative tasks required;
- b) Become familiar with any complicated garments;
- c) Inspect and perform repairs on Competition garments as required;
- d) Undertake adjustments/alterations to garments as directed by the Senior Wardrobe Technician;
- e) First Judging weekend – assist with the set up for judging and provide general assistance as requested;
- f) Record any necessary pre-show adjustments, repairs and alterations to garments;
- g) Assist with packing of selected garments/character costumes/mannequins/general wardrobe equipment to be freighted to Wellington;
- h) Pack garments that are not selected for return to designers and assist with preparation for freighting;
- i) Be present in Wellington to provide assistance with garment maintenance and repairs during Awards Show season if requested;
- j) Unpack, check and sort garments when they arrive back from Wellington

3) Exhibitions, Installations and Live Appearances

- a) Prepare and assist with exhibition changes including:
 - i. Preparation of garments to be used for exhibition at the National WOW Museum
 - ii. Preparation and installation of garments to be used for external displays
 - iii. Dressing mannequins according to dressing instructions
 - iv. Minor mannequin repairs and maintenance
 - v. Returning previous exhibition garments to storage or to designers if no longer required
 - vi. Update records manually and electronically including garment condition reports
- b) Carry out gallery checks as per roster to ensure high standard of presentation for public viewing is maintained
- c) Prepare and assist with international exhibitions when required
- d) Assist with external appearances, including the following:
 - i. Prepare garments/character costumes for external appearances and ensure that garments are in good repair and well presented
 - ii. Pack garments, accessories, undergarments and repair kits for transport to external appearances
 - iii. On occasion and as required, assist at external functions as a dresser/mender
 - iv. Unpack, wash, repair and store garments as required

4) Administration

- a) Assist the Senior Wardrobe Technician with maintenance of accurate information for all garments, external events and appearances;
- b) Undertake any additional duties as required from time to time to ensure the efficient running of the Wardrobe department; and
- c) Contribute to continual improvements philosophy within the wardrobe department.

Skills and Experience Required:

- A sound understanding of design, appropriate handling of different materials and a range of construction techniques is necessary
- Physically fit and able to handle heavy or awkward objects and materials
- Ability to undertake hands-on restoration or re-construction of garments and props to the highest possible standard is essential
- Prop-making, carpentry and sewing skills would be beneficial
- A team player with good interpersonal skills
- High level of attention to detail and problem-solving abilities
- Resilient nature and able to work effectively under pressure
- Able to take initiative and demonstrate sound decision making and discretion
- Highly organized, able to adapt to changing priorities
- Good computer skills and aptitude – Excel, Word, Outlook and database
- Full drivers licence is preferable and forklift license beneficial but not essential