

## POSITION DESCRIPTION

<b>Job Title</b>	Wardrobe Assistant
<b>Company</b>	Opera Queensland
<b>Location</b>	South Bank, Brisbane
<b>Reports to:</b>	Head of Wardrobe

### Primary Purpose of Role

This position assists the Head of Wardrobe by providing administrative support, maintenance of wardrobe elements (including the workroom and its facilities, costumes, make-up, wigs, jewellery and accessories) and supporting the wardrobe team at events and performances as required.

### Values and Behaviours

<b>Creativity</b>	We create opportunities for artists, a space to play, experiment and be ambitious. We embrace difference, take risks, inspiring the community to explore and imagine new possibilities.
<b>Respect</b>	Our relationships are built upon listening, empathy, trust, and inclusiveness. Integrity is central to everything we do. We are accountable, committed and fair.
<b>Collaboration</b>	Opera is a multifaceted art form, requiring a myriad of different skills. Working with our partners generates new ideas and opportunities, enabling all to achieve more than we could alone.
<b>Virtuosity</b>	We are focused, rigorous and questioning. We are committed to the highest standard of excellence in our art and our business.
<b>Joy</b>	We delight in our work. Joy and happiness are a vital ingredient of what we do, create and give.

Key Responsibilities/Accountabilities	Performance Result
<p><b>Administration</b></p>	
<ul style="list-style-type: none"> <li>• Assist the Head of Wardrobe to maintain the wardrobe calendar and schedule. This schedule includes the coordination of wardrobe fittings</li> <li>• Assist the Head of Wardrobe with other administrative duties as required</li> </ul>	<ul style="list-style-type: none"> <li>• Calendar kept up to date and deadlines achieved</li> </ul>
<ul style="list-style-type: none"> <li>• Assist in sourcing and buying costumes and materials for new and existing productions where necessary.</li> <li>• Actively participate in production and project meetings, attend company rehearsals and performances as required</li> <li>• Prepare accurate performance documentation to ensure the smooth running of performances (e.g. mirror lists, costume bibles, manufacturing bibles).</li> <li>• Record costumes for hire, ensuring return dates are being upheld. Manage items upon return, checking conditions of hire have been adhered to and informing Head of Wardrobe accordingly. Follow internal procedures for return to stock</li> <li>• Maintain inventory of all costumes, wigs, footwear, hats and accessories</li> <li>• Other activities to support the wardrobe team as requested</li> </ul>	<ul style="list-style-type: none"> <li>• High quality costumes and accessories are purchased cost effectively</li> <li>• A clean, maintained stock at the ready</li> <li>• Maintains professional communication with other organisations</li> <li>• Up to date stock control</li> <li>• Correct billing information is maintained for costume hire</li> </ul>
<p><b>Wardrobe workroom coordination</b></p>	
<ul style="list-style-type: none"> <li>• Organise costumes, accessories, and footwear on racks in preparation fittings, rehearsals, and performances</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures smooth running of fittings within allocated timeslots.</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare and reset fitting room for fitting sessions and assist with fittings and measurements as required</li> <li>• Unpack and examine show costumes received, checking against a packing list, either existing or creating one. Report any missing or damaged items</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate records and packing lists are maintained with any damage reported</li> </ul>
<p><b>Performance support</b></p>	
<ul style="list-style-type: none"> <li>• Assist in the transfers, bump-in and bump-out of the wardrobe to and from performance venues</li> <li>• Presence at rehearsals and if necessary, undertake dressing.</li> <li>• Assist with maintenance and repair of costumes during rehearsals and performances.</li> </ul>	<ul style="list-style-type: none"> <li>• Costumes are repaired and/or maintained to a high standard during rehearsals and performances.</li> <li>• Deadlines achieved</li> </ul>

<p><b>Workplace Health and Safety</b></p> <ul style="list-style-type: none"> <li>Follow the Company’s WHS and Respectful Workplace policies and procedures and be responsible for ensuring that you follow safety guidelines and procedures</li> <li>Use equipment in the recommended manner and use safety equipment as provided</li> <li>Report any unsafe work practice or hazard that requires attention to the Head of Wardrobe and/or Director of Technical Production and ensure that you adhere to solutions provided and implemented</li> <li>Actively participate and contribute to discussions on safety implementations as they arise</li> </ul>		<ul style="list-style-type: none"> <li>Encourage reporting of hazards and incidents</li> <li>Low incident rate of injury</li> <li>Proactively action any near misses, injuries and hazards and communicate to ensure no reoccurrences</li> <li>Maintains safe work environment</li> </ul>
<p><b>Travel and Outside Office Hours Work</b></p> <ul style="list-style-type: none"> <li>Due to the nature of the organisation, it is a requirement of the position to attend and/or support events, productions, rehearsals and other business activities outside of normal office hours, which may include activities outside of Brisbane</li> </ul>		

Experience/Qualifications	
<ul style="list-style-type: none"> <li>Knowledge of sewing and fabrics</li> <li>Online product research and purchasing procedures</li> <li>Proficiency using the MS Office suite, particularly Outlook, Word and Excel</li> <li>Experience in the performing arts sector will be well regarded</li> <li>Good inter-personal and communication skills</li> <li>Current Australian driver’s license</li> <li>QLD Blue Card (or willing to obtain)</li> </ul>	
Direct Reports	
<ul style="list-style-type: none"> <li>Nil</li> </ul>	
Key Relationships	
<b>Internal</b>	<ul style="list-style-type: none"> <li>Director of Technical Production</li> <li>Wardrobe team</li> <li>Production team including Stage Management</li> <li>Artists and Creatives</li> <li>Marketing, LRC, Development, Finance and HR teams</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>Fabric and material suppliers (national and international)</li> <li>Suppliers of wardrobe equipment</li> <li>Footwear suppliers</li> <li>Wig, hair and makeup artists</li> <li>Other companies within the industry</li> </ul>

<b>Role description approved by</b>	Executive Director
<b>Date</b>	22 July 2024