

WEST AUSTRALIAN BALLET

DUTY STATEMENT

POSITION:	Wardrobe Assistant/Dresser (Production)
REPORTS TO:	Head of Wardrobe Touring Head of Wardrobe
REPORTS TO POSITION:	<ul style="list-style-type: none">• NA
HOURS OF WORK:	<ul style="list-style-type: none">• 38 hours per week, plus reasonable additional hours• Ordinary hours: 09:00am – 5:30pm (including a one-hour lunch break)• During season flexibility and full availability will be required according to technical schedules as determined by the Technical Director

WEST AUSTRALIAN BALLET

West Australian Ballet (based at West Australian Ballet Centre in Maylands) is the State's flagship dance company, performing a dynamic and extensive series of classical and contemporary dance works in Perth, regional Australia and internationally. Our vision is to be recognised for exceptional ballet experiences and leadership within our communities, locally and globally and we are driven by our purpose to enrich people's lives through dance.

POSITION OVERVIEW

The Wardrobe Assistant is part of a dedicated and skilled team of cutters and makers who make up the Costume Workshop. The role is to make, alter and mend dance costumes, along with assisting in maintenance as part of the day to day running of the wardrobe department and to be able work as part of a team in a fast-paced environment, having to meet multiple deadlines in any given year.

It is incumbent on the Wardrobe Assistant to demonstrate commitment to the mission of the West Australian Ballet: "To enrich people's lives through dance" and at all times demonstrate behaviour consistent with the values of West Australian Ballet: "Access, Excellence, Innovation and Integrity" as outlined in the Strategic Plan.

KEY WORKING RELATIONSHIPS

- The position reports to the Head of Wardrobe, and indirectly to Technical Director, as a member of the production team.
- The position works closely with Wardrobe Staff, Dancers, Rehearsal Directors, the Production Stage Manager and Production team.

KEY ACCOUNTABILITIES AND FUNCTIONS

- Ensure dancers costumes are ready for each technical rehearsal and performance
- Maintain costumes during Production runs, laundry, dry cleaning, mending etc.

SPECIFIC DUTIES

<i>Costume Making</i>	<ul style="list-style-type: none">• Sewing & construction, shoe painting, and accessories.• Perform industrial and domestic sewing and hand sewing.• Pull and coordinate undergarments as needed.• Assist with the alteration of costumes other than those being built.
<i>Costume Maintenance</i>	<ul style="list-style-type: none">• Ensure costumes are cleaned, well maintained and carefully stored.• To assist with the packing and unpacking of shows in and out of performance venues, of all costumes, accessories, headdresses, footwear and miscellaneous wardrobe equipment.
<i>Stock Control</i>	<ul style="list-style-type: none">• Stocktaking of stock items and costumes.• Organise, maintain and record the storage of costumes and materials.
<i>Dressing</i>	<ul style="list-style-type: none">• During Technical Rehearsals and Performances:<ul style="list-style-type: none">○ Assist WAB dancers putting on their costumes○ Assist WAB dancers with costume changes and quick changes

ESSENTIAL SELECTION CRITERIA

- Candidates must possess relevant industry experience in a similar position in a performing arts organization
- General understanding of dance costumes and wardrobe functions.
- Knowledge of costume history and vocabulary.
- Experience using industrial and domestic sewing machines.
- Proficient hand sewing skills.
- Demonstrated ability in a wide range of clothing construction techniques and alteration methods.
- Proven experience working as part of a small team in a fast moving, creative environment instilling a high-performance and supportive culture.
- Ability to problem solve in a timely and efficient manner.
- Display a keen ability to multi-task and to thrive in a busy environment.
- Excellent communication and relationship management skills
- Excellent collaborative skills

DESIRABLE SELECTION CRITERIA

- A knowledge of the Western Australian performing arts environment.
- Performing arts touring experience.