



# Sheldon College POSITION DESCRIPTION



## Position Description

# Costume Coordinator

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<b>Position:</b>	Costume Coordinator
<b>Department:</b>	Faculty of the Arts
<b>Responsible to:</b>	Principal
<b>Reports to:</b>	Acting Director of Co-Curricular

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## About Sheldon College

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. Our Mission is "to provide a quality educational experience in an environment that encourages and enables our students to succeed in a constantly changing world".

We provide a first-class curriculum in the academic, sporting and cultural arenas with access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities. This ensures we deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of Love, Laughter and Learning.

## The Arts

The Australian School of the Arts (ASTA) at Sheldon College is a state-of-the-art program that includes the ASTA Academy Programs and the audition based 'Professionals' Arts Excellence program. These programs cater for students in Preparatory to Year 12 across all facets of Arts Education, including Dance, Drama, Voice, Fashion Design, Fine Arts, Film and Television, Music and Musical Theatre. The ASTA program has over 1000 students enrolled across all of these facets of the Arts.

## About the Role

The Costume Coordinator acts as an ambassador of the College and helps to deliver exceptional customer service in relation to the creation and management of costumes for the College community. This part-time position (3 days per week – term time) has key areas of accountability.

The position is responsible for maintaining and managing the costume inventory - cataloguing, management of use, accountability for stock, cleaning, altering, making, mending and storage. This facet of the role is overseen by the Acting Director of Co-Curricular.





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This role works closely with the staff within the Faculty of The Arts, in particular Directors of key events, to understand aesthetic and practical considerations related to performances and to plan overall costume requirements, within the confines of the budget. This role then manages the subsequent design and fabrication of the costumes, materials sourcing, wardrobe management and in-show costume change processes.

## Responsibilities of Costume Coordinator

- Management of the College's current costume collection, including inventory and cataloguing, co-ordination of lending, returns, storage, mending, alterations and cleaning;
- Liaison with the Faculty of the Arts staff to customise requirements for an event;
- Design, fabrication and assembly of cast costume wardrobes for large performances, within the confines of the budget;
- To work collaboratively and lead community volunteers including Alumni, Parents and Guardians to support the delivery of College events;
- Providing an exceptional service to the College community;
- Working within a small team to deliver high quality, cost effective and timely services.

## Costume Coordinator

### Inventory Database / Cataloguing

- New costume information inclusive of quantity, sizing, colour, location
- Maintenance of costumes, inclusive of repairs and alternations, replacement of costume sets
- Photography of items plus Data entry
- Management of budgets, box organisation, bag collation

### Volunteers

- Management and support of parent and community volunteers;
- Distribution of making / ironing / washing and collation.

### Event Costume Design

- Creative planning and discussion of concepts/style;
- Meetings with Directors, Choreographers and Creative Teams;
- Sizing and spreadsheet development;
- Making/sourcing/styling/altering;
- Making of patterns / pattern alteration;





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- Calculating meterage for garment construction
- Costume fittings and amendments;
- Management of budget;
- Bagging and labelling;
- Ironing, laundering, hanging and packing away of costumes;
- Dress rehearsal viewing and altering short timelines;
- Organising racks, transport, distribution across rooms;
- Setting up hair, make up station, manage volunteers and roster;
- Room pack up, organise, and tidy.

Large Scale Events include, annual Musical, annual Arts Academy Awards, annual Just Dance Concert, annual Arts Festival Weekend

## Requirements

### Qualifications

#### Essential

- Diploma of Applied Fashion Design or;
- Qualifications in theatre costume construction or equivalent;
- Current clearance for working with Children (or the ability to obtain one).

### Experience

#### Essential

- Minimum 12 months experience working in a relevant field;
- Sound knowledge of theatre, dance productions and costumes;
- Experience in costume design and construction;

#### Desirable

- Experience working with School aged students;
- Experience working within a School drama and/or dance productions.

### Skills / Attributes





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- Well-developed interpersonal and communication skills;
- Experience or an interest in working with students and staff in a school environment;
- Well-developed organisational skills;
- Experience in Costume design and construction;
- Highly competent sewing skills.

