

POSITION DESCRIPTION & PERSON SPECIFICATION

Position:	Capping Show Wardrobe Manager
Nature:	Contract
Reports to:	Capping Show Producer, Stage Manager / Assistant Producer
Direct reports:	-
Indirect reports:	-
Volunteers and Interns:	-
Location:	OUSA, University of Otago, Dunedin
Organisation:	

An autonomous body with registered charity status and independence from the University, OUSA offers a diverse range of services to its 20,000 student members at the University of Otago, including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach. One of these events is Capping Show.

Capping Show is the longest running student revue show on earth, with 130 years of history as a cornerstone of Otago student culture. The show consists of sketches poking fun at all parts of student life and includes musical and dance performances from historic performing groups with 90+ years of history such as the Selwyn Ballet and Otago Capping Sextet. Taking part in Capping Show allows emerging performers and theatre workers the opportunity to express their creative vision in a professional theatrical context, with the financial and administrative support of OUSA.

Historically, Capping Show has been a launching point for countless nationally and internationally renowned creatives. Some of our more notable alumni include legendary New Zealand Playwright Roger Hall, comedians and writers such as Ben Hurley, Sam Smith, Abby Howells, Josh Thompson and David McPhail, documentary filmmaker Brent Hodge, journalist Baz Macdonald and two Dunedin City Mayors.

Positions for Capping Show are open to all current students or recent graduates (within the last 3 years) of Otago tertiary institutions, including the University of Otago and Otago Polytechnic.

Position purpose:

As Wardrobe Manager, you'll organize, create, or source costumes for the Capping Show, ensuring they meet the directors' creative vision and are of a high standard for the stage. You'll maintain these costumes throughout the production, contributing to the overall quality and cohesiveness of the show.

Qualifications and Experience

Capping Show is a student-led production, so the qualifications and experience required for this position is more flexible than in other professional theatre productions. However, the following characteristics are preferred:

- Good clothing design and sewing skills
- Some experience working with theatre costume design
- Ability to work to strict deadlines
- Some experience with volunteers
- Proven ability to work with a broad range of people, especially young people

Areas of Responsibility

Area	Expected Outputs
People Management	<ul style="list-style-type: none"> • Liaising with actors to source wardrobe items • To ensure that suitable lines of communication between the volunteers, cast and crew are maintained.
Financial Management	<ul style="list-style-type: none"> • Management of a small budget relating to your area. • Ensuring that GST receipts are kept and provided to the Producer for all purchases relating to the show
General Tasks	<ul style="list-style-type: none"> • Ensuring costumes are of a suitable standard for a dramatic production and that this high standard is maintained throughout the show run. • The entire cast is appropriately costumed for both Stage and video. • A good knowledge of the show is gained in order that costumes can be obtained and ready prior to the dress rehearsal. • Liaison with local theatre wardrobes. • That all costumes are kept in a tidy manner after each dress or performance. • That if costumes require mending or alterations that these are made prior to each performance. • That if costumes require dry cleaning or washing that this takes place. • Costumes are returned to their owners after the show and that costumes owned by OUSA are returned to OUSA. • Costumes for actors are prepared in time for pre-show publicity. • Ensuring that the deadlines are met, without exception.

	<p>Planning and Reporting:</p> <ul style="list-style-type: none"> Attend meetings with the OUSA Events Team and report on whether target goals are being achieved and to communicate relevant issues relating to the successful production of the Capping Show. Provide a written debrief report to the Events Coordinator after the completion of the show, which will be used to benchmark any problems/issues and highlight any recommendations for future Capping Shows.
Health and Safety	<ul style="list-style-type: none"> To ensure staff and volunteers report accidents to the Producer or Stage Manager, participate in hazard identification specific to their place of work and ensure that they carry out their duties in accordance with OUSA's Health and Safety Management systems. To ensure that all staff and volunteers are made aware of the appropriate emergency procedures and the hazards of whatever venue/s they are working in. Take personal responsibility for engaging in OUSA's no-harm, health and safety culture Be familiar with the hazard register for the work area that you work in Communicate to the Events Coordinator and colleagues any potential hazards that you identify that are not on the register Be familiar with the location of first aid kits and qualified first aiders in the Association Be familiar with and adhere to any health and safety plans Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the Events Manager of these Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community
Delegated authorities	<ul style="list-style-type: none"> Nil

Personal Attributes

Working Collaboratively	<ul style="list-style-type: none"> Ability to build and maintain professional and productive relationships Ability to relate to a diverse range of people Excellent written and oral communication skills Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA
Organisation	<ul style="list-style-type: none"> Manages self, resources and workload to meet timelines Is reliable, organised and keeps all files and documents in order Is self-motivated and able to work independently and as part of the team

	<ul style="list-style-type: none">• Ability to recognise when issues need to be escalated to the Departmental Manager
Change	<ul style="list-style-type: none">• Is flexible and resilient to meet the ever changing needs of the OUSA
Problem Solving	<ul style="list-style-type: none">• Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate