

## Detailed Job Description

**Job title:** **Wardrobe Assistant**

**Holder:** \_\_\_\_\_

### Purpose of the position

To provide support with costumes and accessories. To help to make, find and look after the clothing and costumes used in the production.

### Responsibilities & duties

#### **Responsibility 1 – Helping to buy and rent costume items**

The Wardrobe Assistant will help the Costumes Designer buy and rent costumes for the production.

#### **Responsibility 2 – Maintain (mend, alter, iron, and clean) costumes as required**

Help the Costumes Designer guide the Costumes team to ensure that the costumes are in good conditions. This is particularly true during the dress-rehearsal and show run as well as before returning costumes to rental facilities.

#### **Responsibility 3 – Help dress actors and provide assistance as required for “quick changes”**

Help actors into their costumes, assist in readying costumes and help actors change backstage when time is limited.

#### **Responsibility 4 – Organizing the costumes for storage and record keeping**

Ensure that the costumes are stored away in an organized fashion and keep a record of all the costumes.